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DICTIONARY OF OCCUPATIONAL TITLES (4th Ed., Rev. 1991) -- OCCUPATIONAL GROUP ARRANGEMENT

[TITLE PAGE](#)
[HOW TO READ PARTS OF AN OCCUPATIONAL TITLE](#)2 CLERICAL AND SALES OCCUPATIONS
245.362-010 to 272.357-018

This category encompasses two occupational fields: Clerical (Divisions 20 - 24) which includes occupations concerned with compiling, recording, communicating, computing, and otherwise systematizing data; Sales (Divisions 25 - 29) which includes occupations concerned with influencing customers in favor of a commodity or service. Includes occupations closely identified with sales transactions even though they do not involve actual participation. Excluded from this category are clerical occupations primarily associated with a manufacturing process.

245 MEDICAL SERVICE CLERKS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with performing clerical duties in hospitals, clinics, medical laboratories, blood banks, or related medical service establishments.

245.362-010 MEDICAL-RECORD CLERK (medical ser.)

Compiles, verifies, types, and files medical records of hospital or other health care facility: Prepares folders and maintains records of newly admitted patients. Reviews medical records for completeness, assembles records into standard order, and files records in designated areas according to applicable alphabetic and numeric filing system. Locates, signs out, and delivers medical records requested by hospital departments. Compiles statistical data, such as admissions, discharges, deaths, births, and types of treatment given. Operates computer to enter and retrieve data and type correspondence and reports. May assist other workers with coding of records. May post results of laboratory tests to records and be designated Charting Clerk (medical ser.).

GOE: 07.05.03 STRENGTH: L GED: R4 M3 L3 SVP: 4 DLU: 88

245.362-014 UNIT CLERK (medical ser.) alternate titles: health unit clerk; ward clerk

Prepares and compiles records in nursing unit of hospital or medical facility: Records name of patient, address, and name of attending physician to prepare medical records on new patients. Copies information, such as patient's temperature, pulse rate, and blood pressure from nurses' records onto patient's medical records. Records information, such as physicians' orders and instructions, dietary requirements, and medication information, on patient charts and medical records. Keeps file of medical records on patients in unit. Prepares notice of patient's discharge to inform business office. Requisitions supplies designated by nursing staff. Answers telephone and intercom calls and provides information or relays messages to patients and medical staff. Directs visitors to patients' rooms. Distributes mail, newspapers, and flowers to patients. Compiles census of patients. May keep record of absences and hours worked by unit personnel. May transport patients in wheelchair or conveyance to locations within facility. May key patient information into computer.

GOE: 07.05.03 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 87

245.367-010 ANIMAL-HOSPITAL CLERK (medical ser.)

Registers and admits animals brought to animal hospital; advises owners about condition of pets being treated; prepares case records of treated animals; and computes and records payment of fees: Questions animal owners to determine symptoms and to complete admission form. Answers questions by phone, letter, or in person about condition of animals treated, visiting hours, first aid, and discharge date. Prepares case record on each animal treated, including identifying information, diagnosis, and treatment. Computes treatment cost and records fees collected.

GOE: 07.04.03 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

245.367-014 BLOOD-DONOR-UNIT ASSISTANT (medical ser.)

Performs any combination of following supportive duties at blood-collection unit of blood bank: Schedules appointments over telephone for blood donors. Interviews blood donors and records identifying and blood-credit information on registration form. Notifies nurse if donor appears to be underweight or too old to give blood. Takes blood donor's temperature and pulse to assist during medical interview. Unpacks, labels, and stamps date on empty blood packs. Posts donor names, blood-control numbers, and donor-group numbers to unit logsheet. Seals filled blood packs and sample tubes, using handtools and heat-sealing machine. Serves refreshments, such as coffee, juice, cookies, and jelly beans, to donors to prevent or relieve adverse reactions and to begin replenishment of blood fluids.

GOE: 07.04.01 STRENGTH: L GED: R2 M1 L2 SVP: 2 DLU: 77

245.367-018 CALENDAR-CONTROL CLERK, BLOOD BANK (medical ser.) alternate titles: blood-bank-booking clerk

Schedules dates for mobile blood collection units to visit blood-donor groups for nonprofit blood bank: Determines available date to schedule mobile blood collection units to visit blood-donor group, such as business or fraternal organizations, labor unions, or schools, or for blood-donor groups to visit temporary blood collection stations, based on uncommitted dates, availability of mobile units, location of donor groups, anticipated number of blood donors, and total daily blood collection capacity of blood bank. Prepares tentative weekly schedule and distributes schedule to mobile units and BLOOD-DONOR RECRUITERS (medical ser.). Notifies staff when change

occurs in schedules. Confers with mobile-unit supervisor and BLOOD DONOR RECRUITERS (medical ser.) to learn changes in information and to advise of any late changes in scheduling. Prepares reports on anticipated and actual blood donations for management.

GOE: 07.05.01 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77

245.367-022 CREDIT CLERK, BLOOD BANK (medical ser.)

Reviews and verifies applications for blood credit for members of blood donor groups; informs hospital of result of verification; and answers inquiries regarding blood credit from patients, donor groups, hospitals, and health insurance organizations: Checks blood credit release form received from blood donor groups for completeness and legibility and reviews blood bank records to determine eligibility for donor blood credit. Records amounts of blood or components used by patient and issues credit slip to blood bank accounting department. Sends copies of credit slips to hospitals and health insurance organizations. Processes reciprocity forms being sent to or received from Red Cross clearance agency authorizing blood credit from one blood bank region to another. Answers inquiries by phone or letter from patients and family, blood donor groups, hospital staff, and health insurance staff regarding blood credit information.

GOE: 07.05.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

245.367-026 ORDER-CONTROL CLERK, BLOOD BANK (medical ser.; nonprofit organ.)

Receives and processes requests for blood from hospitals: Records amount and type of whole blood or blood component requested and checks inventory control board, or phones blood storage units, laboratories, doctors, or other hospitals to determine availability of whole blood and blood components. Questions hospital ordering blood as to urgency and use of blood. Advises supervisor or staff doctor when blood request is excessive, unusual, or for rare blood type or component, or when blood inventory is low. Relays orders to blood storage units to prepare and ship blood or components to designated hospitals. Adjusts figures on blood inventory control board and records transfer of blood from one hospital to another.

GOE: 07.05.04 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

245.587-010 DIET CLERK (medical ser.)

Prepares dietary information for use by kitchen personnel in preparation of foods for hospital patients: Examines diet orders and menus received from hospital units and tallies portions and foods of general and soft diets. Tallies quantities of specific foods, such as vegetables and meats, to be prepared in kitchen. Marks tally on master menu to inform kitchen personnel of food requirements. Processes new diets and changes as required. May calculate diabetic diets, using calculator, and following standards established by DIETITIAN, CLINICAL (profess. & kin.) 077.127-014. May answer telephone and intercom calls and relay information to kitchen concerning meal changes, complaints, or patient discharge. May prepare and deliver formula and special nourishments to unit pantries.

GOE: 07.05.03 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 86

247 ADVERTISING-SERVICE CLERKS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with performing clerical duties related to advertising products and services.

247.137-010 SUPERVISOR, ADVERTISING-DISPATCH CLERKS (print. & pub.)

Supervises and coordinates activities of ADVERTISING-DISPATCH CLERKS (print. & pub.) engaged in compiling and dispatching advertising schedules and materials to composing room of daily or weekly publication and maintaining advertising files: Confers with advertising and composing-room personnel to organize and file customer advertising copy. Confers with customers by telephone to discuss copy revisions. Reviews customer advertising files to ensure that information is correct and that files are maintained according to company standards. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.05.01 STRENGTH: L GED: R4 M2 L4 SVP: 5 DLU: 77

247.137-014 SUPERVISOR, CLASSIFIED ADVERTISING (print. & pub.)

Supervises and coordinates activities of workers engaged in preparing classified advertisements: Reviews advertisement and suggests changes to improve its effectiveness. Reviews customer accounts and approves credit or refers matter to credit department. Edits copy of accepted advertisements and forwards copy to composing room. Trains new personnel in work procedures. May make personal or telephone contacts to solicit new accounts or to increase use of advertising by current customers. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.05.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

247.367-010 CLASSIFIED-AD CLERK I (print. & pub.) alternate titles: ad clerk

Receives orders for classified advertising for newspaper or magazine by telephone or in person: Talks to customer to determine wording and dates of publication of classified advertisement. Determines word, line, or day rates, using rate schedule, and calculates total charge for customer. Assigns box number for anonymous advertisements. Collects payments for advertisements. Writes order form to customer's specification and transmits to production personnel for publication. Writes receipts and keeps records of transactions. May mark advertising that has expired and indicate number of days other advertisements are to continue. May record customer's request for cancellations or corrections of classified advertisement. May solicit orders for classified advertisements over telephone [TELEPHONE SOLICITOR (any industry)]. When taking order over telephone, may be designated Telephone Ad Taker (print. & pub.).

GOE: 07.04.02 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 77

247.382-010 MEDIA CLERK (business ser.)

Keeps record of clients' advertising schedules for advertising agency: Computes cost of space allotment and advertising program from standard rates and data. Records media used, such as newspapers and magazines, and expenses. Types contract after receiving client's approval. Determines cost of advertising space in various media in other areas considering factors, such as size and population of city, space rates, and kind and frequency of publication for comparison.

GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

247.387-010 ADVERTISING CLERK (business ser.)

Compiles advertising orders for submission to publishers and verifies conformance of published advertisements to specifications, for billing purposes: Reviews order received from advertising agency or client to determine specifications. Computes cost of advertisement, based on size, date, position, number of insertions, and other requirements, using rate charts. Posts cost data on order and worksheet. Types and mails order and specifications to designated publishers. Files order data pending receipt of publication. Scans publication to locate published advertisement. Measures advertisement, using ruler or transparent calibrated overlay, to verify conformance to size specifications [ADVERTISING-SPACE CLERK (print. & pub.)]. Compares advertisement with order to verify conformance to other specifications. Computes difference in cost when published advertisement varies from specifications and posts corrected costs on order controls. Separates tear sheet (page upon which advertisement appears) from publication, types and attaches identifying information to tear sheet; and routes with order and worksheet to billing department.

GOE: 07.02.04 STRENGTH: S GED: R3 M2 L2 SVP: 4 DLU: 77

247.387-014 ADVERTISING-DISPATCH CLERK (print. & pub.) alternate titles: schedule clerk

Compiles and dispatches advertising schedule and material to composing room of daily or weekly publication: Reviews advertising order and prepares advertising schedule, listing size of ad, date(s) to appear, and page and position of ad. Searches advertising files and selects mat that corresponds to advertising layout. Dispatches mat, advertising layout and copy, and advertising schedule to composing department. Obtains advertising proofs from composing department and dispatches them to advertising department for proofreading. Maintains files of all advertising material. May proofread and correct advertising proofs. May read advertisement in first edition of publication for errors.

GOE: 07.05.01 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

247.387-018 ADVERTISING-SPACE CLERK (print. & pub.) alternate titles: space clerk

Measures and draws outlines of advertising space on dummy newspaper copy and compiles and records identifying data on dummy copy and other worksheets used as guides for production workers: Computes total inches of advertising and news copy for next day's edition, using adding machine, and reads chart to determine required number of newspaper pages. Measures and draws outlines of advertisements in sizes specified onto dummy copy sheets, using pencil and ruler and arranging advertisements on each sheet so that competitive ones do not appear on same page and balance is attained. Records name of advertiser and dimensions of advertisement within ruled outlines and date and page number on each sheet. Extracts data from dummy copy and other sources and records onto lineage breakdown sheets (production worksheets). Delivers dummy copy and lineage breakdown sheets to designated production and administrative personnel for review and use.
 GOE: 01.06.01 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 77

247.387-022 CLASSIFIED-AD CLERK II (print. & pub.) alternate titles: classified-copy-control clerk

Examines and marks classified advertisements of newspaper according to copy sheet specifications to guide composing room in assembling type: Marks advertisements that have expired and indicates number of days others are to continue, using classified file copy and copy sheet for current day. Computes and records total number of lines expired and number of lines for new advertisements.
 GOE: 07.05.02 STRENGTH: S GED: R3 M3 L2 SVP: 5 DLU: 77

247.667-010 PRODUCTION PROOFREADER (print. & pub.; retail trade)

Compares proofs of store advertisements with original copy to detect errors in printed material. Reads proofs and corrects errors in type, arrangement, grammar, punctuation, or spelling, using proofreader's marks. Routes proofs with corrections to be reprinted and reads corrected proofs.
 GOE: 07.05.02 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

248 TRANSPORTATION-SERVICE CLERKS, N.E.C

This group includes occupations, not elsewhere classified, concerned with performing clerical duties in the air-, motor-, rail-, or water-transportation industries.

248.137-010 BOOKING SUPERVISOR (water trans.)

Supervises and coordinates activities of workers engaged in booking shipments of cargo on ships and keeping booking control records to ensure maximum utilization of cargo spaces: Reviews records of bookings and studies plans of cargo spaces to determine type of tonnage that can be booked on each ship in order to obtain maximum revenue and utilize available cargo space. Assigns booking duties to workers and gives work directions regarding tonnage or cubic feet of storage space that can be booked for refrigerated cargo, or container cargo. Coordinates booking and space control activities to ensure that each ship is booked to capacity. Trains workers in booking procedures and demonstrates methods of converting cubic feet of storage space into tonnage. Submits booking sheets to documentation department for preparation of shipping documents. Performs other duties as described under SUPERVISOR (clerical) Master Title.
 GOE: 07.05.01 STRENGTH: L GED: R4 M3 L3 SVP: 6 DLU: 77

248.137-014 PURCHASING-AND-CLAIMS SUPERVISOR (water trans.)

Supervises and coordinates activities of workers in purchasing-and-claims department of ferryboat service: Reviews and approves requisitions for supplies and designates approved supplier. Reviews and forwards for approval requisitions for ferry or terminal maintenance or repair. Recommends contractors or vendors for notification to bid for repair or supply contracts. Supervises and coordinates activities of workers engaged in typing correspondence, preparing requisitions, obtaining price quotations, and verifying accuracy of billing. Performs other duties as described under SUPERVISOR (clerical) Master Title. Reviews claims by passengers of ferry service for property damage or personal injury and authorizes payment or submits claims to insurance carrier.
 GOE: 07.01.02 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77

248.137-018 SUPERVISOR, CUSTOMER SERVICES (motor trans.)

Supervises and coordinates activities of workers engaged in servicing and promoting shipper accounts for parcel-delivery firm: Reviews records indicating shipper parcel volume, claims for damaged and lost parcels, and deficiencies in parcel preparation for pickup and delivery. Discusses service to shippers with assigned representatives to develop plans of service. Meets with, or directs representatives to meet with, shippers to resolve problems in wrapping and handling of parcels and relationships between firm's employees and shippers. Assigns representatives to solicit prospective accounts. Evaluates performance and productivity of workers and reports to management. Performs other duties as described under SUPERVISOR (clerical) Master Title.
 GOE: 07.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

248.167-010 SUPERCARGO (water trans.) alternate titles: freight clerk

Plans and coordinates loading and unloading of ships' cargo and prepares reports on type, amount, and condition of cargo to protect company from claims for damage or shortage: Examines cargo lists to determine types of cargo that can be loaded together. Prepares loading and stowage plan to ensure that weight of cargo is equally distributed in hatches. Informs shippers and supervisor of CARGO CHECKERS (water trans.) of loading time and point, and supervisors of STEVEDORES (water trans.) of cargo to load and location of load. Prepares reports, such as tonnage carried, breakage, overages, and shortages. Acts as agent of shipowners in foreign ports.
 GOE: 05.09.02 STRENGTH: L GED: R4 M3 L3 SVP: 7 DLU: 77

248.362-010 INCOMING-FREIGHT CLERK (water trans.) alternate titles: storage-wharfage clerk

Compiles documents on incoming cargo shipments to expedite removal of cargo from dock and prepares bill for shipping charges: Examines ship's manifest and bills of lading to determine work procedures for releasing cargo. Contacts terminal employees by telephone to determine when cargo will be available for removal from dock. Notifies consignee or agent by telephone or letter of arrival dates of shipment, customs clearance requirements, and tonnage of shipment. Stamps bill of lading so that cargo can be removed from dock. Computes from bills of lading, shipping, storage, and demurrage charges, using calculator. Prepares bill for charges and submits it to accounting department for collection.
 GOE: 07.02.04 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 77

248.362-014 WEATHER CLERK (air trans.)

Assembles and distributes weather charts and bulletins to provide data for DISPATCHER (air trans.) in making flight plans: Reads messages and charts received by telegraphic typewriter and telautograph. Assembles and fastens together individual messages, using tape. Prints copies of weather reports, charts, and maps, using duplicating machine [DUPLICATING-MACHINE OPERATOR (clerical) II]. Posts charts on flight crew bulletin board or distributes to AIRPLANE PILOTS, COMMERCIAL (air trans.).
 GOE: 07.07.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

248.367-010 AIRPLANE-DISPATCH CLERK (air trans.) alternate titles: flight-operations-dispatch clerk

Compiles flight information to expedite movement of aircraft between and through airports: Compiles aircraft dispatch data, such as scheduled arrival and departure times at checkpoints and scheduled stops, amount of fuel needed for flight, and maximum allowable gross takeoff and landing weight. Submits data to DISPATCHER (air trans.) for approval and flight authorization. Receives messages on progress of flights. Posts flight schedules and weather information on bulletin board. Compiles such information as flight plans, ramp delays, and weather reports, using Teletype, computer-printout terminal, and two-way radio, to anticipate off-schedule arrivals or departures and notifies flight operations of schedule changes. Prepares messages concerning flights for transmittal by radio, telegraph, or telegraphic typewriter to other stations on routes. May operate telegraphic typewriter or two-way radio to send messages. May issue maps to pilot. May duplicate weather maps and telegraph or radio

messages [DUPLICATING-MACHINE OPERATOR (clerical) II]. May record flight and weather information on tape recorder for playback to passengers in waiting areas. May verify presence or locate scheduled flight crews, and post changes in flight crew schedule on bulletin board.
 GOE: 07.05.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

248.367-014 BOOKING CLERK (water trans.)

Books outbound freight shipments to ensure maximum use of available cargo space on company ships: Obtains cargo data from shipper, such as type, tonnage, destination, and shipping date, in order to determine allocation of cargo and fully utilize capacity of each ship. Consults booking sheet to ascertain availability of cargo space. Informs shipper of ship's name on which cargo is booked, sailing date, and cargo delivery date. Records cargo data on booking control sheet, listing tonnage, type of cargo, shipper's name, and cargo destination. May be designated according to type of cargo booked as Container-Cargo Clerk (water trans.); General-Cargo Clerk (water trans.); Refrigerated-Cargo Clerk (water trans.).
 GOE: 07.05.01 STRENGTH: S GED: R3 M2 L2 SVP: 5 DLU: 77

248.367-018 CARGO AGENT (air trans.) alternate titles: air-freight agent; customer service agent

Routes inbound and outbound air freight shipments to their destinations: Takes telephone orders from customers and arranges for pickup of freight and delivery to loading platform. Assembles cargo according to destination. Weighs items and determines cost, using rate book. Itemizes charges, prepares freight bills, accepts payments and issues refunds. Prepares manifest to accompany shipments. Notifies shippers of delays in departure of shipment. Unloads inbound freight and notifies consignees on arrival of shipments and arranges for delivery to consignees. May force conditioned air into interior of plane for passenger comfort prior to departure, using mobile aircraft-air-conditioning-unit.
 GOE: 05.09.01 STRENGTH: M GED: R3 M3 L3 SVP: 5 DLU: 77

248.367-022 CONTAINER COORDINATOR (water trans.)

Expedites movement of cargo containers between ports to ensure adequate supply of empty containers for shipper: Records movement of loaded and unloaded cargo containers between ports and number of containers available for shipping cargo. Expedites delivery of loaded containers to consignee, using telephone or Teletype. Computes storage and demurrage charges on containers for use by accounting department, using calculating machine.
 GOE: 07.05.01 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77

248.367-026 DISPATCHER, SHIP PILOT (water trans.)

Dispatches PILOT, SHIP (water trans.) to ships entering or leaving port: Writes order showing name of ship, berth, tugboat company, and time of arrival or departure, and notifies PILOT, SHIP (water trans.) and pilot boat operator of assignment. Obtains receipt of pilotage from pilot upon return from ship. Records charges on receipt, using tariff book as guide. Compiles reports of activities, such as number of ships piloted and charges made. Keeps records of ships entering port, showing owner, name of ship, displacement tonnage, agent, and country of registration. May be required to possess radiotelephone operator's license issued by Federal Communications Commission, and operate radar to fix position and speed of ships entering and leaving port.
 GOE: 07.04.05 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77

248.367-030 WATERWAY TRAFFIC CHECKER (water trans.)

Observes vessels passing inland-waterway checkpoint, using binoculars, to verify identity and ascertain speed and direction. Telephones observations to designated control point, such as drawbridge or lock station. Reports movements of overdue vessels to estimate arrival time at specified points along waterway. Notifies waterway officials or other authorities of accidents, distress signals from passing vessels, obstructions, and other unusual conditions observed from checkpoint. Records observations in log.
 GOE: 07.04.05 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 77

248.382-010 TICKETING CLERK (air trans.) alternate titles: teleticketing agent; ticket agent

Compiles and records information to assemble airline tickets for transmittal or mailing to passengers: Reads coded data on booking card to ascertain destination, carrier, flight number, type of accommodation, and stopovers enroute. Selects ticket blank, invoice, and customer account card if applicable, and compiles, computes, and records identification and fare data, using tariff manuals, rate tables, flight schedules, and pen or ticket imprinter. Separates and files copies of completed tickets. Clips completed tickets and invoices to booking cards and routes to other workers for Teletype transmittal or mails tickets to customers. Computes total daily fares, using adding machine, to compile daily revenue report.
 GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77

248.387-010 FLIGHT OPERATIONS SPECIALIST (military ser.)

Maintains aviation operations files and records, and prepares and types reports, orders, and schedules pertaining to aviation operations and aviation safety: Displays flight planning information to include airfield diagram, status of navigational aids, map of local flying area, special use airspace, and crash grid chart. Maintains and issues flying regulations and pilot's and flight crew's information file. Keeps files of extended flight and navigational information, such as weight and balance data, cross-country kits, navigational publications, radio and landing facility charts, flight information manuals, maps, and other pertinent guides and notices. Compiles, prepares, and distributes correspondence, such as aviation operations reports, aviation safety reports, and flight schedules. Assists flight-line personnel in assigning crew and passengers to aircraft and assists aviators in preparing flight plans, processes flight plans and arrival reports for transmission to flight and air traffic control centers.
 GOE: 07.05.03 STRENGTH: L GED: R3 M3 L2 SVP: 6 DLU: 77

248.387-014 TONNAGE-COMPILATION CLERK (water trans.)

Calculates tonnage of specified components of ship's cargo to compile report for use in assessing tariffs: Calculates tonnage of each commodity from ship's manifest. Converts cubic feet of cargo volume into tonnage assessable. Converts metric volume of cargo into pounds and cubic feet, using formulas and calculating machine. Compiles tonnage list for each commodity in ship's cargo and submits lists to accounting department.
 GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

249 MISCELLANEOUS CLERICAL OCCUPATIONS, N.E.C.

This group includes clerical occupations, not elsewhere classified.

249.137-010 OFFICE SUPERVISOR, ANIMAL HOSPITAL (nonprofit org.)

Supervises and coordinates activities of clerical staff in nonprofit animal hospital. Performs duties as described under SUPERVISOR (clerical) Master Title. May interview pet owners to compile information on financial status and make determinations regarding eligibility for free services, reduced fees, or deferred payments. May supervise clerical staff in animal shelter section and be designated Chief Clerk, Shelter (nonprofit org.).
 GOE: 07.05.03 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77

249.137-014 SUPERVISOR, CONTACT AND SERVICE CLERKS (utilities)

Supervises and coordinates activities of CONTACT CLERKS (utilities) engaged in preparing gas and electric-power service orders and SERVICE CLERKS (clerical) engaged in receiving service requests on telephone: Routes service orders to service departments and outlying service centers. Reviews completed orders for accuracy, completeness, and conformity to specified procedures. Reviews incomplete or rejected orders to determine actions to facilitate completion. Answers telephone questions

from customers, contractors, building inspectors, and other company departments pertaining to progress in completion of orders. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.04.02 STRENGTH: S GED: R4 M2 L4 SVP: 7 DLU: 77

249.137-018 SUPERVISOR, CORRESPONDENCE SECTION (insurance)

Supervises and coordinates activities of workers engaged in preparing correspondence, policies, and related clerical activities in headquarters or branch office of insurance company: Reads policyholder and company field personnel correspondence, studies policy records, and examines replies prepared by CORRESPONDENCE CLERKS (clerical) 209.362-034 and POLICYHOLDER-INFORMATION CLERKS (insurance) 249.262-010 to determine completeness of replies and appropriateness of actions taken. Proofreads copy for style, appearance, accuracy of spelling, punctuation, grammar, and conformity with company standards. Returns faulty work with instructions for revision. Performs other duties as described under SUPERVISOR (clerical) Master Title. May verify accuracy of computations, using calculator. May dictate replies to nonroutine correspondence. May review and correct records, using computer.

GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 78

249.137-022 SUPERVISOR, CUSTOMER RECORDS DIVISION (utilities)

Supervises and coordinates activities of workers engaged in receiving requests from customers pertaining to connection, transfer, or disconnection of gas and electric power services, issuing service connection orders, and maintaining records concerning service connection: Interprets company policies and work procedures for employees pertaining to customer contacts, service complaints, preparation and disposition of work orders, and maintenance of service records. Sorts and distributes completed meter orders. Reviews completed meter orders to assure entry of rates, constants, and demand. Reviews incomplete orders to determine procedure for disposition. Prepares annual operating budget, and special and regular reports. May receive money collected by workers for special connections. Performs other duties described under SUPERVISOR (clerical) Master Title.

GOE: 07.04.02 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 77

249.137-026 SUPERVISOR, ORDER TAKERS (clerical) alternate titles: sales-service supervisor

Supervises and coordinates activities of workers taking customer orders for products and merchandise by telephone, mail, or in person: Monitors ORDER CLERKS (clerical) to evaluate order-taking performance and to assist in responding to customer inquiries and complaints. Consults with sales, technical, shipping, or administrative staff and telephones or writes letters to answer or advise customer. Reviews completed orders for errors or omissions. Trains ORDER CLERKS (clerical) in order-taking procedures and customer-relations techniques, and advises workers of new or revised information on products or merchandise, such as product capability, pricing, credit, warranties, and shipping. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.04.02 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 77

249.137-030 SUPERVISOR, REAL-ESTATE OFFICE (real estate)

Supervises and coordinates activities of clerical personnel in real estate office: Interviews clerical applicants, gives performance tests, and evaluates applicant data to determine new hires. Verifies completeness, accuracy, and timeliness of clerical personnel production. Prepares or assists in preparing papers for closings of real estate transactions, such as sales contracts and purchase agreements. Analyzes financial activities of establishment and prepares reports for review of SALES AGENT, REAL ESTATE (real estate) 250.357-018 or other personnel. Schedules government inspections of properties to ensure that offerings meet code regulations. Contacts mortgage companies to determine insurance status of properties. Notifies utility companies of transfer of property to new owners. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.01.04 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 86

249.137-034 SUPERVISOR, LENDING ACTIVITIES (financial)

Supervises and coordinates activities of workers engaged in processing and recording commercial, residential, and consumer loans: Answers workers' and customers' questions regarding procedures. Reviews and authorizes corrections to loan records. Supervises MORTGAGE LOAN PROCESSOR (financial) 249.362-022; MORTGAGE LOAN CLOSER (financial) 249.362-018; CLERK-TYPIST (clerical) 203.362-010; and others. Performs other duties as described under SUPERVISOR (clerical) Master Title. Workers who supervise loan collection are classified under SUPERVISOR, CREDIT AND LOAN COLLECTIONS (clerical) 241.137-010.

GOE: 07.01.02 STRENGTH: S GED: R4 M3 L4 SVP: 8 DLU: 88

249.167-010 AUTOMOBILE-CLUB-SAFETY-PROGRAM COORDINATOR (nonprofit org.)

Coordinates activities and gives information and advice regarding traffic-engineering and safety programs of automobile club: Develops and revises automobile-club procedures regarding traffic-engineering and safety programs. Arranges for speakers to address gatherings to promote and explain traffic-engineering and safety programs. Schedules, monitors, and keeps records on program activities. Advises club members about traffic summonses and violations and contacts courts to expedite processing or clarify disposition of summonses. Answers questions and gives information to callers or visitors about traffic-engineering and safety programs of automobile club. Prepares reports about road or traffic-control conditions based on information received from club members or other staff members.

GOE: 07.01.02 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77

249.167-014 DISPATCHER, MOTOR VEHICLE (clerical)

Assigns motor vehicles and drivers for conveyance of freight or passengers: Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements, and preference of user. Issues keys, record sheets, and credentials to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. Directs activities of drivers, using two-way radio. May confer with customers to expedite or locate missing, misrouted, delayed, or damaged merchandise. May maintain record of mileage, fuel used, repairs made, and other expenses. May establish service or delivery routes. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May assign helpers to drivers. May be designated according to type of motor vehicle dispatched as Dispatcher, Automobile Rental (automotive ser.); Dispatcher, Tow Truck (automotive ser.).

GOE: 07.05.01 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 78

249.167-018 LABOR EXPEDITER (construction)

Expedites movement of labor to construction locations: Contacts representatives of transportation, feeding, and housing facilities to arrange for servicing workers at transient points. Issues permits, identification cards, and tickets to workers for travel to specified areas. May contact labor union with jurisdiction, where project is located, to inform labor official of recruited workers and to determine union regulations in area. May direct workers to report to local union after arrival in area. May meet recruited workers at designated depot, airport, or dock.

GOE: 07.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

249.262-010 POLICYHOLDER-INFORMATION CLERK (insurance) alternate titles: correspondent; customer-service clerk

Analyzes and answers requests by mail, telephone, or in person from policyholders, beneficiaries, or others for information concerning insurance policies: Searches company records to obtain information requested by customer. Estimates loan or cash value of policy for policyholders, using rate books and calculating machine. Interprets policy provisions to determine methods of effecting desired changes, such as change of beneficiary or type of insurance, or change in method of payment. Mails or gives out specified forms and routes completed forms to various units for processing. Analyzes policy transactions and corrects company records to adjust errors. May compose formal synopses of company and competitor policies for use by sales force. May provide information for pensioners and be designated Pensionholder-Information Clerk (insurance).

GOE: 07.04.04 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77

249.267-010 COPYRIGHT EXPERT (radio-tv broad.) alternate titles: copyright clerk

Examines script of radio and television musical programs prior to broadcasting to ascertain that permission has been secured for use of copyrighted materials: Investigates musical compositions as to author, owner, and publisher to verify that license has been granted company to use programmed material and to arrange for payment to copyright owner. Examines musical arrangements to determine whether they constitute an infringement on other copyrighted arrangements.
 GOE: 07.05.02 STRENGTH: S GED: R4 M2 L4 SVP: 7 DLU: 77

249.362-010 COUNTER CLERK (tel. & tel.)

Receives, types, routes, and collects payment for telegraph messages and cashes money order warrants at counter in telegraph office: Quotes rates for telegrams and collects amount due for message. Types message from customer's copy and places message in pneumatic tube for routing. Pays customer amount due on money order warrant. Keeps records of receipts and disbursements and balances cash on hand at end of day. May be assigned to process money orders only and be designated Money-Order Clerk (tel. & tel.).
 GOE: 07.03.01 STRENGTH: L GED: R4 M2 L4 SVP: 5 DLU: 77

249.362-014 MORTGAGE CLERK (financial)

Performs any combination of following duties to process payments and maintain records of mortgage loans: Types letters, forms, checks, and other documents used for collecting, disbursing, and recording mortgage principal, interest, and escrow account payments, using computer. Answers customer questions regarding mortgage account and corrects records, using computer. Examines documents such as deeds, assignments, and mortgages, to ensure compliance with escrow instructions, institution policy, and legal requirements. Records disbursement of funds to pay insurance and tax. Types notices to government, specifying changes to loan documents, such as discharge of mortgage. Orders property insurance policies to ensure protection against loss on mortgaged property. Enters data in computer to generate tax and insurance premium payment notices to customers. Reviews printouts of allocations for interest, principal, insurance, or tax payments to locate errors. Corrects errors, using computer. May call or write loan applicants to obtain information for bank official. May be designated according to type of work assigned as Escrow Clerk (financial); Foreclosure Clerk (financial); Insurance Clerk (financial); Tax Clerk (financial).
 GOE: 07.01.04 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 88

249.362-018 MORTGAGE LOAN CLOSER (financial)

Schedules loan closing and compiles and types closing documents: Reviews approved mortgage loan to determine conditions that must be met prior to closing, such as purchase of private mortgage insurance. Calls borrower, real estate broker, and title company to request specified documents, such as receipt for payment of outstanding tax bill. Verifies accuracy and consistency of specifications on documents, such as title abstract and insurance forms. Calls borrower, broker, and other specified individuals to arrange time and date for closing. Answers questions regarding closing requirements. Enters numbers and calculates loan interest and principal payment, and closing costs, using computer or factor table and calculator. Types closing documents. Assembles documents for delivery to title company, real estate broker, or lending officer for closing. Records loan information in log and on government reporting forms, using computer. May compile closed loan forms for delivery to marketing department for sale to investors.
 GOE: 07.01.04 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 88

249.362-022 MORTGAGE LOAN PROCESSOR (financial)

Verifies, compiles, and types application information for mortgage loans: Reviews residential loan application file to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment. Recommends that loan not meeting standards be denied. Calls or writes credit bureau and employer to verify accuracy of information. Types loan application forms, using computer. Calls specified companies to obtain property abstract, survey, and appraisal. Informs supervisor of discrepancies in title or survey. Submits mortgage loan application file for underwriting approval. Types and mails approval and denial letters to applicants. Submits approved mortgage loan file to MORTGAGE LOAN CLOSER (financial) 249.362-018 for settlement. Records data on status of loans, including number of new applications and loans approved, canceled, or denied, using computer.
 GOE: 07.05.02 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 88

249.362-026 ORDER CLERK (clerical) alternate titles: customer-order clerk; order filler; order taker

Processes orders for material or merchandise received by mail, telephone, or personally from customer or company employee, manually or using computer or calculating machine: Edits orders received for price and nomenclature. Informs customer of unit prices, shipping date, anticipated delays, and any additional information needed by customer, using mail or telephone. Writes or types order form, or enters data into computer, to determine total cost for customer. Records or files copy of orders received according to expected delivery date. May ascertain credit rating of customer [CREDIT CLERK (clerical) 205.367-022]. May check inventory control and notify stock control departments of orders that would deplete stock. May initiate purchase requisitions. May route orders to departments for filling and follow up on orders to ensure delivery by specified dates and be designated Telephone-Order Dispatcher (clerical). May compute price, discount, sales representative's commission, and shipping charges. May prepare invoices and shipping documents, such as bill of lading [BILLING TYPIST (clerical) 214.382-014]. May recommend type of packing or labeling needed on order. May receive and check customer complaints [CUSTOMER-COMPLAINT CLERK (clerical) 241.367-014]. May confer with production, sales, shipping, warehouse, or common carrier personnel to expedite or trace missing or delayed shipments. May attempt to sell additional merchandise to customer [TELEPHONE SOLICITOR (any industry) 299.357-014]. May compile statistics and prepare various reports for management. May be designated according to method of receiving orders as Mail-Order Clerk (clerical); Telephone-Order Clerk (clerical).
 GOE: 07.05.03 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 88

249.363-010 BOOKMOBILE DRIVER (library)

Drives bookmobile or light truck that pulls book trailer, and assists in providing library services in mobile library: Drives vehicle to specified locations on predetermined schedule. Places books and periodicals on shelves according to such groupings as subject matter, reader's age grouping, or reading level. Stamps dates on library cards, files cards, and collects fines. Compiles reports of mileage, number of books issued, and amount of fines collected. Drives vehicle to garage for repairs, such as motor or transmission overhauls, and for preventive maintenance, such as chassis lubrication and oil change. May operate microfilm camera to photograph library cards [PHOTOGRAPHIC-MACHINE OPERATOR (clerical) 207.685-018].
 GOE: 05.09.01 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77

249.365-010 REGISTRATION CLERK (library)

Registers library patrons to permit them to borrow books, periodicals, and other library materials: Copies identifying data, such as name and address, from application onto registration list and borrowers' cards to register borrowers, and issues cards to borrowers. Records change of address or name onto registration list and borrowers' cards to amend records. Tends microfilm machine to record identification of borrower and materials issued [PHOTOGRAPHIC-MACHINE OPERATOR (clerical)]. Reviews records, such as microfilm and issue cards, to determine title of overdue materials and to identify borrower. Types notices to notify borrower of overdue material and amount of fine due.
 GOE: 07.04.03 STRENGTH: L GED: R3 M1 L3 SVP: 5 DLU: 77

249.366-010 COUNTER CLERK (photofinishing)

Receives film for processing, loads film into equipment that automatically processes film for subsequent photo printing, and collects payment from customers of photofinishing establishment: Answers customer's questions regarding prices and services. Receives film to be processed from customer and enters identification data and printing instructions on service log and customer order envelope. Loads film into equipment that automatically processes film, and routes processed film for subsequent photo printing. Files processed film and photographic prints according to customer's name. Locates processed film and prints for customer. Totals charges, using cash register, collects payment, and returns prints and processed film to customer. Sells photo supplies, such as film, batteries, and flashcubes.
 GOE: 07.03.01 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 86

249.367-010 ANIMAL-SHELTER CLERK (nonprofit org.)

Assists public to adopt animals in animal shelter and compiles records of impounded animals: Assists prospective owners in selection of animals for adoption and in preparation of adoption forms. Advises new owners of pet-examination and neuterization services. Maintains list of prospective dog owners and contacts them when desired type of dog is available. Prepares dog-license forms and collects fees. Reviews shelter records of licensed-dog owners to identify owners of lost dogs; reviews other shelter records to help owners find lost pets. Compiles daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by public.

GOE: 07.04.03 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

249.367-014 CAREER-GUIDANCE TECHNICIAN (education) alternate titles: career-information specialist; career resource technician

Collects and organizes occupational data to provide source materials for school career information center, and assists students and teachers to locate and obtain materials: Orders, catalogues, and maintains files on materials relating to job opportunities, careers, technical schools, colleges, scholarships, armed forces, and other programs. Assists students and teachers to locate career information related to students' interests and aptitudes, or demonstrates use of files, shelf collections, and other information retrieval systems. Assists students to take and score self-administered vocational interest and aptitude tests. Keeps records of students enrolled in work experience program and other vocational programs to assist counseling and guidance staff. Schedules appointments with school guidance and counseling staff for students requiring professional assistance. May make presentations to parent and other groups to publicize activities of career center. May operate audio-visual equipment, such as tape recorders, record players, and film or slide projectors.

GOE: 11.02.04 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

249.367-018 CHARTER (amuse. & rec.)

Observes horserace, calls out description of race to other worker, and records statistical and related data on race for use in racing publication: Focuses binoculars on distance markers along track during race and calls out horses' numbers, positions, estimate of distances of horses from inside rail and between horses, and related observable data for other worker to record. Revises record of order and distance between horses at finish line if different from intercom announcement of official results. Copies identifying information, such as horses' names and drivers, from racing form onto record. Transcribes race results, such as winning and intermediate times, purse, and prices paid to bettors from tote board onto record. Contacts judges, using intercom, for decisions on foul claims and notes record accordingly. Computes race completion times for all but winning horses, using formula. Mails completed record to printer for use in printing race results in racing publications.

GOE: 12.01.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

249.367-022 CREDIT AUTHORIZER (clerical) alternate titles: authorizer; charge-account authorizer

Authorizes credit charges against customer's account: Receives charge slip or credit application by mail, or receives information from salespeople or merchants over telephone. Verifies credit standing of customer from information in files, and approves or disapproves credit, based on predetermined standards. May file sales slips in customer's ledger for billing purposes. May prepare credit cards or charge account plates. May keep record of customer's charges and payments and mail charge statement to customer.

GOE: 07.05.02 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77

249.367-026 CREDIT CARD CONTROL CLERK (financial) alternate titles: card processing clerk

Compiles, verifies, and files records and forms to control issuing, blocking (withholding), or renewal of credit cards, performing any combination of following duties: Receives shipments of plastic credit card blanks and verifies totals received against invoices. Assigns consecutive batch numbers to blank cards and stores cards in vault. Issues blank cards for imprinting, on requisition, and keeps records of batch numbers issued. Receives new or reissued printed cards, verifies number sequence, and compares identifying data on cards with data on application files to detect errors. Compiles lists of cards containing errors and initiates correction forms. Places completed credit cards and establishment literature into envelopes for mailing. Receives returned cards and reviews correspondence or searches records to determine customer reasons for return. Receives blocking notices from officials and places designated cards in hold file until release is authorized. Destroys inaccurate, mutilated, undelivered, withheld, or expired cards, in presence of witnesses, using scissors. Compiles list of destroyed cards and records reasons for destruction, using computer. Occasionally verifies customers' account balances to expedite issuance or renewal of cards. Maintains related files and control records. Issues cards for automated teller machines.

GOE: 07.05.03 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 87

249.367-030 DOG LICENSER (nonprofit org.)

Canvasses assigned area to locate and advise dog owners of licensing law; to assist with license applications; and to collect license fees: Visits homes and questions dog owners to determine compliance with licensing law. Explains requirements to dog owners, fills out applications, and collects license fees or gives application to owners for mailing. Counts collected fees and applications. Submits fees and reports to department for record.

GOE: 07.04.03 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 77

249.367-034 EVALUATOR (nonprofit org.)

Estimates market value of items donated to vocational rehabilitation organization and prepares and mails tax receipts to donors: Sorts collection receipts by type of items donated. Estimates market value of items, using standard formula, and totals amount donated. Prepares tax receipt and mails to donor.

GOE: 05.09.02 STRENGTH: L GED: R4 M2 L2 SVP: 4 DLU: 77

249.367-042 GAS-DISTRIBUTION-AND-EMERGENCY CLERK (utilities)

Receives and relays telephone reports of gas emergencies and control-panel readings for gas-distribution-control-center of public utility company: Answers telephone reports of gas emergencies, such as leaks and fires, from general public, police, and fire departments, and notifies company personnel responsible for dispatch of service crews and issuance of reports to governmental agencies. Files charts and records of gas pressure, volume, and flow, and posts by category in daily logbook. Calculates statistical data from recorded readings and prepares gas supply-and-demand charts for use by GAS DISPATCHER (pipe lines; utilities).

GOE: 07.04.05 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77

249.367-046 LIBRARY ASSISTANT (library) alternate titles: book-loan clerk; circulation clerk; desk attendant; library attendant; library clerk; library helper

Compiles records, sorts and shelves books, and issues and receives library materials, such as books, films, slides, and phonograph records: Records identifying data and due date on cards by hand or using photographic equipment to issue books to patrons. Inspects returned books for damage, verifies due-date, and computes and receives overdue fines. Reviews records to compile list of overdue books and issues overdue notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Files cards in catalog drawers according to system. Repairs books, using mending tape and paste and brush, and places plastic covers on new books. Answers inquiries of nonprofessional nature on telephone and in person and refers persons requiring professional assistance to LIBRARIAN (library) 100.127-014. May type material cards or issue cards and duty schedules. May be designated according to type of library as Bookmobile Clerk (library); Branch-Library Clerk (library); or according to assigned department as Library Clerk, Art Department (library).

GOE: 11.02.04 STRENGTH: L GED: R3 M2 L3 SVP: 5 DLU: 82

249.367-058 PARTS-ORDER-AND-STOCK CLERK (clerical) alternate titles: purchaser, automotive parts

Purchases, stores, and issues spare parts for motor vehicles or industrial equipment: Obtains purchase order number from purchasing department and assigns identifying number. Reads shop manuals to ascertain type and specification of part. Visits, telephones, telegraphs, or contacts vendors by mail to order parts. Compares

invoices against requisitions to verify quality and quantity of merchandise received. Stores purchased parts in storeroom bins and issues parts to workers upon request. Keeps records of parts received and issued, and inventories parts in storeroom periodically. May record repair time expended by mechanics. May requisition parts from central parts department for national organization.

GOE: 05.09.01 STRENGTH: L GED: R3 M2 L2 SVP: 5 DLU: 77

249.367-062 PROCESS SERVER (business ser.)

Serves court orders and processes, such as summonses and subpoenas: Receives papers to be served from magistrate, court clerk, or attorney. Locates person to be served, using telephone directories, state, county, and city records, or public utility records, and delivers document. Records time and place of delivery. May deliver general messages and documents between courts and attorneys.

GOE: 07.07.02 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

249.367-066 PROCUREMENT CLERK (clerical) alternate titles: award clerk; bid clerk; buyer, assistant; purchase-request editor; purchasing-and-fiscal clerk; purchasing clerk; purchasing-contracting clerk

Compiles information and records to prepare purchase orders for procurement of material for industrial firm, governmental agency, or other establishment: Verifies nomenclature and specifications of purchase requests. Searches inventory records or warehouse to determine if material on hand is in sufficient quantity. Consults catalogs and interviews suppliers to obtain prices and specifications. Types or writes invitation-of-bid forms and mails forms to supplier firms or for public posting. Writes or types purchase order and sends copy to supplier and department originating request. Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories. Computes total cost of items purchased, using calculator. Confers with suppliers concerning late deliveries. May compare prices, specifications, and delivery dates and award contract to bidders or place orders with suppliers or mail order firms. May verify bills from suppliers with bids and purchase orders and approve bills for payment. May classify priority regulations.

GOE: 07.01.02 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 86

249.367-070 ROUTING CLERK (nonprofit org.)

Determines truck routes involved and issues route slips to drivers to pick up donated clothing, furniture, and general merchandise for vocational rehabilitation organization: Reviews presorted route slips and reviews street maps to determine appropriate route, based on type and quantity of merchandise pledged and location of donor. Issues route slips to drivers. Answers telephone and mail inquiries and complaints from donors concerning pickups; and advises drivers of problems or reschedules pickup. Occasionally takes pickup orders. Prepares daily truck-collection report based on information from drivers, and keeps attendance, safety, and maintenance records.

GOE: 07.05.04 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

249.367-074 TEACHER AIDE II (education) alternate titles: teacher aide, clerical

Performs any combination of following duties in classroom to assist teaching staff of public or private elementary or secondary school: Takes attendance. Grades homework and tests, using answer sheets, and records results. Distributes teaching materials to students, such as textbooks, workbooks, or paper and pencils. Maintains order within school and on school grounds. Operates learning aids, such as film and slide projectors and tape recorders. Prepares requisitions for library materials and stockroom supplies. Types material and operates duplicating equipment to reproduce instructional materials.

GOE: 07.01.02 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 86

249.367-078 TEST TECHNICIAN (clerical) alternate titles: evaluation aide; test examiner

Administers and scores psychological, vocational, or educational tests: Distributes test blanks or apparatus to individuals being tested. Reads directions orally from testing manual, or gives other standardized directions. Demonstrates use of test apparatus or discusses practice exercises to familiarize individuals with testing material. Monitors test group to ensure compliance with directions. Times test with stop watch or electric timer. Scores test with test-scoring key or machine. May schedule time and place for test to be administered. May administer test designed to measure work skills of mentally or physically handicapped individuals. Records results on test paper, work application, or test profile form.

GOE: 07.01.07 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 80

249.367-082 PARK AIDE (government ser.) alternate titles: park technician; ranger aide

Assists PARK RANGER (government ser.) 169.167-042 or PARK SUPERINTENDENT (government ser.) 188.167-062 in operation of state or national park, monument, historic site, or recreational area through performance of any combination of clerical and other duties: Greets visitors at facility entrance and explains regulations. Assigns campground or recreational vehicle sites, and collects fees at park offering camping facilities. Monitors campgrounds, cautions visitors against infractions of rules, and notifies PARK RANGER (government ser.) of problems. Replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition. Conducts tours of premises and answers visitors' questions when stationed at historic park, site, or monument. Operates projection and sound equipment and assists PARK RANGER (government ser.) in presentation of interpretive programs. Provides simple first-aid treatment to visitors injured on premises and assists persons with more serious injuries to obtain appropriate medical care. Participates in carrying out fire-fighting or conservation activities. Assists other workers in activities concerned with restoration of buildings and other facilities or excavation and preservation of artifacts when stationed at historic or archeological site.

GOE: 07.04.03 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 86

249.367-086 SATELLITE-INSTRUCTION FACILITATOR (education) alternate titles: satellite-project site monitor

Monitors training programs transmitted by communication satellite from institution of higher learning to remote educational institution or facility: Registers students for satellite communication courses and sells and distributes textbooks and other classroom materials. Activates audiovisual receiver and monitors classroom viewing of live or recorded courses transmitted by communication satellite. Stimulates classroom discussion immediately after broadcast, following standardized format. Monitors live seminar transmissions from institute of higher learning, elicits responses from classroom students, and consolidates and transmits students' questions by teletype or telephone to seminar participants for direct response via satellite. Distributes homework assignments and test blanks to students. Collects completed assignments and tests and mails them to institute of higher learning. Maintains class attendance records.

GOE: 07.01.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 86

249.367-090 ASSIGNMENT CLERK (clerical)

Compiles data to notify establishment personnel of position vacancies, and identifies and assigns qualified applicants, following specified guidelines and procedures: Scans reports to detect listings of vacancies or receives telephone notices of vacancies from establishment personnel. Types or writes information, such as position titles, shifts, days off, and application deadlines, on vacancy advertisement forms. Reviews bid slips or similar application forms submitted by employees in response to advertisement and verifies relevant data on application against data in personnel records. Selects applicants meeting specified criterion, such as seniority, and notifies concerned personnel of selection. Compiles and disperses position assignment notices to notify other establishment personnel of applicants selected to fill vacancies. Records data on specified forms to update personnel and employment records.

GOE: 07.05.03 STRENGTH: S GED: R3 M2 L2 SVP: 5 DLU: 86

249.387-010 BROADCAST CHECKER (radio-tv broad.) alternate titles: log clerk; program checker

Monitors radio and television programs to detect contract violations with advertisers and program producers and violations of Federal Communications Commission (FCC) regulations and to detect audio and video irregularities: Times program elements, such as commercials, public service announcements, and news bulletins, using stopwatch. Observes and listens to programs to determine if FCC regulations and contract provisions with advertisers and program producers have been violated and whether quality of broadcast conforms to station and FCC standards. Logs length, type, and time of irregularities.

GOE: 11.10.02 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

249.387-014 INTELLIGENCE CLERK (military ser.)

Collects and organizes intelligence information from various established sources for production of intelligence documents: Reviews data to ascertain accuracy of data and reliability of sources. Compiles intelligence information and disseminates data through media, such as situation maps, charts, briefings, reports, and publications. Maintains intelligence libraries.

GOE: 07.05.03 STRENGTH: M GED: R3 M3 L3 SVP: 6 DLU: 77

249.387-018 PEDIGREE TRACER (clerical) alternate titles: pedigree researcher

Traces animal genealogy to certify or establish individual pedigree. Consults charts, books, and breeding records to ascertain lineage, names, ownerships, and show or racing performance records of ancestors. Records data and issues certificates.

GOE: 07.05.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

249.387-022 READER (business ser.) alternate titles: clipping marker; press reader; press-service reader

Reads newspapers, magazines, and other periodicals for articles of prescribed subject matter, and marks items to be clipped, using colored pencils and customer code system.

GOE: 07.05.02 STRENGTH: S GED: R3 M1 L3 SVP: 4 DLU: 77

249.467-010 INFORMATION CLERK-CASHIER (amuse. & rec.)

Cashes checks for patrons and provides information concerning racetrack activities: Receives specified amounts of monies from money room for check-cashing funds. Examines patrons' credentials and cashes checks. Directs patrons to such facilities as betting and paying windows and food and beverage concessions. Resolves patrons' claims of winning tickets not honored by PARIMUTUEL-TICKET CASHIER (amuse. & rec.). Examines tickets under fluorescent light to verify watermark and establish validity. Confers with payment personnel to effect payment or refers disputed claims to supervisory personnel for resolution. Keeps records of customer complaints and suggestions regarding facilities and submits records to supervisory personnel.

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L3 SVP: 5 DLU: 77

249.587-010 BOARD ATTENDANT (amuse. & rec.) alternate titles: gambling broker; racing-board marker; wall attendant

Writes racing information, such as betting odds, entries, and winning time, on paper sheets affixed to walls or on blackboards of bookmaking establishment. Works from stepladder.

GOE: 09.05.05 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77

249.587-014 CUTTER-AND-PASTER, PRESS CLIPPINGS (business ser.) alternate titles: tearer, press clipping; trimmer, press clippings

Tears or cuts out marked articles or advertisements from newspapers and magazines, using knife or scissors. Records name of publication, page and location, date, and name of customer on label, and affixes label to clipping.

GOE: 07.07.03 STRENGTH: S GED: R2 M1 L1 SVP: 2 DLU: 77

249.587-018 DOCUMENT PREPARER, MICROFILMING (business ser.)

Prepares documents, such as brochures, pamphlets, and catalogs, for microfilming, using paper cutter, photocopying machine, rubber stamps, and other work devices: Cuts documents into individual pages of standard microfilming size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard microfilming size, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify MICROFILM-CAMERA OPERATOR (business ser.) 976.682-022 of special handling, such as manual repositioning, during microfilming. Prepares cover sheet and document folder for material and index card for company files indicating information, such as firm name and address, product category, and index code, to identify material. Inserts material to be filmed in document folder and files folder for processing according to index code and filming priority schedule.

GOE: 07.05.03 STRENGTH: S GED: R3 M1 L2 SVP: 2 DLU: 86

249.687-010 OFFICE COPY SELECTOR (print. & pub.)

Inspects publications, such as magazines, catalogs, and pamphlets for conformance to quality standards, and selects copies of highest quality for distribution to management, publishers, and clients according to distribution list: Reviews distribution list for specific publication in order to ascertain number of copies required for distribution. Examines overall appearance of copies received from production department for conformance to quality standards. Examines each page of copies for uniformity of margins, quality of multicolored and monocolored illustrations, missing pages, and other defects. Sorts copies with highest overall quality and routes stack to management. Selects copies which have highest quality reproductions of advertisements and feature articles, tags individual copies or bundles according to distribution sheet, and routes stacks to mailing room. Keeps records of copies distributed.

GOE: 07.05.04 STRENGTH: L GED: R3 M1 L2 SVP: 3 DLU: 77

249.687-014 PAGE (library) alternate titles: runner; shelver; shelving clerk; stack clerk

Locates library materials, such as books, periodicals, and pictures for loan, and replaces material in shelving area (stacks) or files, according to identification number and title. Trucks or carries material between shelving area and issue desk. May clip premarked articles from periodicals.

GOE: 07.07.02 STRENGTH: L GED: R2 M1 L2 SVP: 2 DLU: 77

25 SALES OCCUPATIONS, SERVICES

This division includes occupations concerned with selling real estate, insurance, securities, and other business, financial, and consumer services.

250 SALES OCCUPATIONS, REAL ESTATE, INSURANCE, SECURITIES, AND FINANCIAL SERVICES

This group includes occupations concerned with renting, buying, and selling real property for clients; selling insurance to clients; buying and selling securities; and selling financial services, such as accounting, auditing, tax, credit checking, financial planning, lending and other services of financial institutions.

250.157-010 SUPERINTENDENT, SALES (construction) alternate titles: sales representative

Plans and promotes sale of new and custom-built homes for building contractor: Plans and organizes sales promotion programs and techniques in cooperation with suppliers of household appliances, furnishings, and equipment. Locates and appraises undeveloped areas for building sites, based on evaluation of area market conditions. Interviews prospective clients and shows homes under construction to display construction features and quality of work. Reviews plans and specifications for custom-built homes with client and ARCHITECT (profess. & kin.) to clarify costs and construction details in preliminary negotiations for contract. Recommends construction features and available decorating options, such as cabinet installations, to aid client in formulating plans. Answers questions regarding work under construction. May assess clients' financial status to determine eligibility for financing home through contractor. May arrange for sale of client's present home [SALES AGENT, REAL ESTATE (real estate)].

GOE: 08.02.04 STRENGTH: L GED: R5 M4 L5 SVP: 7 DLU: 77

250.257-010 SALES AGENT, INSURANCE (insurance) alternate titles: insurance agent

Sells insurance to new and current clients: Compiles lists of prospective clients to provide leads for additional business. Contacts prospective clients and explains features and merits of policies offered, recommending amount and type of coverage based on analysis of prospect's circumstances, and utilizing persuasive sales techniques. Calculates and quotes premium rates for recommended policies, using calculator and rate books. Calls on policyholders to deliver and explain policy, to suggest additions or changes in insurance program, or to make changes in beneficiaries. May collect premiums from policyholders and keep record of payments. Must hold license issued by state. May be designated according to type of insurance sold as Sales Agent, Casualty Insurance (insurance); Sales Agent, Fire Insurance (insurance); Sales Agent, Life Insurance (insurance); Sales Agent, Marine Insurance (insurance). May work independently selling variety of insurance, such as life, fire, casualty, and marine, for many companies and be designated Insurance Broker (insurance). May work independently selling for one company and be designated General Agent (insurance).

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 81

250.257-014 FINANCIAL PLANNER (profess. & kin.)

Develops and implements financial plans for individuals, businesses, and organizations, utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate: Interviews client to determine client's assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. Analyzes client's financial status, develops financial plan based on analysis of data, and discusses financial options with client. Prepares and submits documents to implement plan selected by client. Maintains contact with client to revise plan based on modified needs of client or changes in investment market. May refer client to other establishments to obtain services outlined in financial plan. May sell insurance to client, recommending amount and type of coverage [SALES AGENT, INSURANCE (insurance) 250.257-010]. May buy and sell stocks and bonds for client [REGISTERED REPRESENTATIVE (financial) 250.257-018]. May rent, buy, and sell property for client [SALES AGENT, REAL ESTATE (real estate) 250.357-018]. May be registered with professional self-regulatory association and be designated Certified Financial Planner (profess. & kin.).

GOE: 08.01.02 STRENGTH: S GED: R5 M3 L4 SVP: 8 DLU: 86

250.257-018 REGISTERED REPRESENTATIVE (financial) alternate titles: account executive; broker; investment executive; securities broker; stock-broker

Sells financial products and services to clients for investment purposes, applying knowledge of securities, investment plans, market conditions, regulations, and financial situation of clients: Identifies potential clients, using advertising campaigns, mailing lists, and personal contacts. Solicits business from potential clients. Interviews clients to determine financial position, resources, assets available to invest, and financial goals. Provides clients with information and advice on purchase or sale of securities, financial services, and investment plans, based on review of professional publications and other financial literature, and knowledge of securities market and financial services industry. Completes sales order tickets and submits completed tickets to support personnel for processing of client requested transaction. Must pass state examination to receive license and become registered to sell securities. May read status reports and perform calculations to monitor client accounts and verify transactions. May work for firm that offers discounted brokerage fees and does not offer advice to clients. May develop and implement financial plans, and sell insurance, real estate, or securities [FINANCIAL PLANNER (profess. & kin.) 250.257-014].

GOE: 11.06.04 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 89

250.257-022 SALES REPRESENTATIVE, FINANCIAL SERVICES (financial)

Sells financial services to customers of financial institution: Develops prospects from current commercial customers, referral leads, and other sources. Contacts prospective customers to present information on available services, such as deposit accounts, lines-of-credit, sales or inventory financing, cash management, or investment services. Determines customers' financial services needs and prepares proposals to sell services. Reviews business trends and advises customers regarding expected fluctuations. Attends sales and trade meetings to develop new business prospects. May make presentations on financial services to groups to attract new clients. May prepare forms or agreement to complete sale. May evaluate costs and revenue of agreements to determine if they are profitable to continue. May sell services, such as check processing and collecting, record keeping and reporting, trust, investment, or safekeeping services, or products such as travelers checks, to other financial institutions. May solicit businesses to participate in consumer credit card program.

GOE: 08.01.02 STRENGTH: L GED: R5 M4 L5 SVP: 7 DLU: 89

250.357-010 BUILDING CONSULTANT (wholesale tr.)

Sells new home construction to property owners: Displays and explains features of company house plans, using such visual aids as brochures, architectural drawings, samples of construction materials, and photographic slides. Secures construction financing with own firm or mortgage company. Contacts utility companies for service hookup to client's property. May appraise client's unimproved property to determine loan value. May investigate client's credit status. May search public records to ascertain that client has clear title to property. May contact utility companies for service hookup in customer's property.

GOE: 08.02.04 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

250.357-014 LEASING AGENT, RESIDENCE (real estate) alternate titles: rental agent

Shows and leases apartments, condominiums, homes, or mobile home lots to prospective tenants: Interviews prospective tenants and records information to ascertain needs and qualifications. Accompanies prospects to model homes and apartments and discusses size and layout of rooms, available facilities, such as swimming pool and saunas, location of shopping centers, services available, and terms of lease. Completes lease form or agreement and collects rental deposit. May inspect condition of premises periodically and arrange for necessary maintenance. May compile listings of available rental property. May compose newspaper advertisements. May be required to have real estate agent's license. May contact credit bureau to obtain credit report on prospective tenant.

GOE: 08.02.04 STRENGTH: L GED: R4 M2 L4 SVP: 5 DLU: 89

250.357-018 SALES AGENT, REAL ESTATE (real estate) alternate titles: real-estate agent

Rents, buys, and sells property for clients on commission basis: Studies property listings to become familiar with properties for sale. Reviews trade journals and attends staff and association meetings to keep informed of marketing conditions, property values, and legislation which would affect real estate industry. Interviews prospective clients to solicit listings. Accompanies prospects to property sites, quotes purchase price, describes features, and discusses conditions of sale or terms of lease. Draws up real estate contracts, such as deeds, leases, and mortgages, and negotiates loans on property. Must have license issued by state. May hold broker's license and be designated Real-Estate Broker (real estate). May assist buyer and seller in obtaining pertinent information or services, such as finance, maintenance, repair, or obtaining an appraisal. May obtain pictures and measurements of rooms, doors, windows, or any other specified areas for inclusion in newspaper advertisement and real estate booklets listing description of property. May inspect property to determine if repairs are needed and notify owner. May conduct seminars and training sessions for sales agents to improve sales techniques. May prepare closing statements, oversee signing of real estate documents, disburse funds, and coordinate closing activities.

GOE: 08.02.04 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 89

250.357-022 SALES REPRESENTATIVE (motor trans.)

Sells warehouse space and services to manufacturers and jobbers, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.06 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 77

250.357-026 SALES AGENT, FINANCIAL-REPORT SERVICE (business ser.) alternate titles: sales agent, credit services

Sells services, such as credit, financial, insurance, employee investigation reports, and credit-rating books to business establishments: Calls on establishments, such as financial institutions and commercial and industrial firms, to explain services offered by agency. Explains advantages of using impartial and factual reports and data as basis for assigning credit ratings, insurance, or security risks. May also sell equipment, such as portable teletype terminal units, for use in immediate retrieval of computerized data.

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

251 SALES OCCUPATIONS, BUSINESS SERVICES, EXCEPT REAL ESTATE, INSURANCE, SECURITIES, AND FINANCIAL SERVICES

This group includes occupations concerned with selling business services, such as management consulting, data processing, clerical, janitorial, and exterminating services.

251.157-014 SALES REPRESENTATIVE, DATA PROCESSING SERVICES (business ser.)

Contacts representatives of government, business, and industrial organizations to solicit business for data processing establishment: Calls on prospective clients to explain types of services provided by establishment, such as inventory control, payroll processing, data conversion, sales analysis, and financial reporting. Analyzes data processing requirements of prospective client and draws up prospectus of data processing plan designed specifically to serve client's needs. Consults SYSTEMS ANALYST (profess. & kin.) 030.167-014 and COMPUTER SYSTEMS HARDWARE ANALYST (profess. & kin.) 033.167-010 employed by data processing establishment to secure information concerning methodology for solving unusual problems. Quotes prices for services outlined in prospectus. Revises or expands prospectus to meet client's needs. Writes order and schedules initiation of services. Periodically confers with clients and establishment personnel to verify satisfaction with service or to resolve complaints.

GOE: 08.01.02 STRENGTH: L GED: R5 M5 L5 SVP: 7 DLU: 86

251.257-014 SALES AGENT, PSYCHOLOGICAL TESTS AND INDUSTRIAL RELATIONS (business ser.; print. & pub.)

Sells programs of industrial relations, public relations, psychological counseling, and psychological, intelligence, and aptitude testing to schools and business organizations, working for industrial psychological firm or for book publisher: Interviews management officials of business to explain advantages of utilizing services offered. Analyzes program needs of organization and recommends appropriate psychological or testing program. Answers questions about services. Takes orders for services. Aids in integrating program into firm's method of operation. May give instructions to organization personnel in administration, scoring, and interpretation of tests.

GOE: 08.01.02 STRENGTH: L GED: R5 M4 L5 SVP: 7 DLU: 77

251.357-010 SALES AGENT, BUSINESS SERVICES (business ser.)

Sells business service, such as food-vending, trading stamps, detective, armored truck, telephone-answering, linen supply, and cleaning service: Develops list of prospective customers by studying business and telephone directories, consulting business associates, and observing business establishment while driving through sales territory. Reviews orders for ideas to expand services available to present customers. Calls on prospects to explain features of services, cost, and advantages. Writes orders and schedules initiation of services. Confers with customers and company officials to resolve complaints. May collect payments on accounts. May be designated according to service sold as Sales Agent, Food-Vending Service (wholesale tr.); Sales Agent, Protective Service (business ser.); Sales Agent, Trading Stamps (business ser.).

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

251.357-018 SALES AGENT, PEST CONTROL SERVICE (business ser.) alternate titles: sales agent, exterminating service

Sells pest-control service to home owners and commercial concerns: Selects prospects in assigned territory from account file, list of firms with possible need, and from potential customers who have requested service. Calls on prospect to explain service. Inspects premises to ascertain presence of vermin. Prepares contract for customers including such information as name of pest, area of infestation, and remedy required, based on knowledge of pest, structural damage, kinds of insecticides, and conditions conducive to pest development. Quotes price, obtains consent of customer, and schedules EXTERMINATOR (any industry) to initiate treatment. May treat infested areas [EXTERMINATOR, TERMITE (business ser.)].

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

251.357-022 SALES REPRESENTATIVE, FRANCHISE (business ser.)

Solicits purchase of franchise operation by contacting persons who meet organization's standards: Visits prospects to explain advantages of franchised business, services to be rendered, costs, location, and financial arrangements. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May assist franchise purchaser in early stages of operating business. May confer with purchaser and company officials to resolve complaints.

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

251.357-026 SALES REPRESENTATIVE, HERBICIDE SERVICE (business ser.)

Sells weed-eradication service to firms desiring right-of-way maintenance, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Confers with prospective customer to determine amount of ground surface to be treated, unusual vegetation problems, terrain, and other factors influencing price of service. Consults with technical staff, when needed, to arrive at proposal and price quotation.

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

252 SALES OCCUPATIONS, TRANSPORTATION SERVICES

This group includes occupations concerned with selling passenger and freight transportation services. Includes arranging passenger travel and lodging accommodations by travel agents.

252.152-010 TRAVEL AGENT (business ser.; motor trans.; retail trade) alternate titles: travel counselor

Plans itineraries, and arranges accommodations and other travel services for customers of travel agency: Converses with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required. Provides customer with brochures and publications containing travel information, such as local customs, points of interest, and special events occurring in various locations, or foreign country regulations, such as consular requirements and currency limitations. Computes cost of travel and accommodations, using calculator, computer, carrier tariff books, and hotel rate books, or quotes package tours' costs. Books transportation and hotel reservations, using computer terminal or telephone. Prints or requests transportation carrier tickets, using computer printer system or system link to travel carrier. Collects payment for transportation and accommodations from customer. Plans, describes, arranges, and sells itinerary tour packages and promotional travel incentives offered by various travel carriers, utilizing knowledge of available travel services and promotional techniques. May specialize in foreign or domestic travel, individual or group travel, specific geographic area, airplane charters, or package tours. May be located in transportation terminal and specialize in group and individual escorted tours and be designated Tour Agent (motor trans.).

GOE: 08.02.06 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 81

252.257-010 TRAFFIC AGENT (air trans.; motor trans.; r.r. trans.; water trans.) alternate titles: sales representative

Solicits freight business from industrial and commercial firms and passenger-travel business from travel agencies, schools, clubs, and other organizations: Calls on prospective shippers to explain advantages of using company facilities. Quotes tariffs, rates, and train schedules. Explains available routes, load limits, and special equipment available, and offers suggestions in method of loading, crating, and handling freight. Calls on travel agents, schools, clubs, and other organizations to explain available accommodations offered by company. Quotes fares, schedules, and available itineraries offered to groups by company. Speaks to members of groups and organizations and exhibits travel movies showing points of interest along routes to stimulate interest in travel. Distributes descriptive pamphlets. Acts as liaison between shipper and carrier to obtain information for settling complaints. May specialize in soliciting freight or passenger contracts or may travel from community to community to solicit freight and passenger patronage and be designated Freight-Traffic Agent (air trans.; motor trans.; r.r. trans.; water trans.); Passenger Traffic Agent (air trans.; motor trans.; r.r. trans.; water trans.); Traveling-Freight-And-Passenger Agent (air trans.; motor trans.; r.r. trans.; water trans.).

GOE: 08.01.02 STRENGTH: L GED: R5 M3 L4 SVP: 7 DLU: 77

252.357-010 CRATING-AND-MOVING ESTIMATOR (motor trans.; r.r. trans.)

Solicits freight or storage business from homeowners and business establishments and estimates packing, crating, moving, and storage costs: Develops lists of prospective customers from review of publications and contacts with business and real estate firms, providing such information as personnel transfers and home-sales listings. Calls on prospect at home or business establishment and describes services provided by company. Examines goods to be moved or stored, estimates cubic feet of storage or shipping space required, using comparison chart, and computes cost of packing, crating, moving, shipping, and delivering household goods, machinery, or other material. Records details on itemized sales contract, such as value and description of goods, packing instructions, and charge for each service.
 GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

252.357-014 SALES REPRESENTATIVE, SHIPPING SERVICES (motor trans.)

Solicits shipper's account for parcel-delivery firm: Visits management of new businesses and those with change of ownership to promote new business and obtain contracts for service. Explains shipping rates and regulations regarding wrapping, size, handling, and weight of parcels. Completes service contract form. Reviews shipper's accounts to identify problems, such as overdue accounts, proposed changes in pickup and delivery schedules, failure of shipper to follow parcel wrapping and handling requirements, and frequency and type of shipper's claims. Calls on shipper's representatives to discuss and resolve problems.
 GOE: 08.01.02 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 77

253 SALES OCCUPATIONS, UTILITIES

This group includes occupations concerned with selling utility services, such as gas, electric power, and telephone and telegraph services.

253.157-010 COMMUNICATIONS CONSULTANT (tel. & tel.) alternate titles: special-service representative

Contacts residential, commercial, and industrial telephone company subscribers to ascertain communication problems and needs and promote use of telephone services, utilizing knowledge of marketing conditions, contracts, sales methods, and communications services and equipment: Discusses communication services, such as telephone, teletypewriter, or ticker tape, with subscriber representative to inform representative of services available, and obtains information, such as size of physical plant, range of desired communication, and type of equipment or service desired. Consults with other workers regarding communication needs of subscriber to obtain information, such as availability and cost of services or equipment requested. Analyzes information obtained to determine practicability of subscriber request and advises subscriber representative on selection and utilization of services. Prepares sales contracts. Reviews subscriber accounts to determine and evaluate utilization of communication services. May specialize in sales of commercial, industrial, or residential telephone services and be designated Communications Consultant, Commercial Services (tel. & tel.); Communications Consultant, Industrial Services (tel. & tel.); Communications Consultant, Residential Services (tel. & tel.).
 GOE: 08.01.01 STRENGTH: L GED: R5 M3 L4 SVP: 6 DLU: 87

253.257-010 SALES REPRESENTATIVE, TELEPHONE SERVICES (tel. & tel.) alternate titles: commercial representative

Sells telephone services to business accounts: Contacts and visits commercial customers to review telephone service. Analyzes communication needs of business establishments, using knowledge of type of business, available telephone equipment, and traffic studies. Recommends services, such as additional telephone instruments and lines, switchboard systems, dial- and key-telephone systems, private-branch exchanges, and speaker telephones. Quotes rates for equipment and writes up orders. Explains equipment usage, using brochures and demonstration equipment. May specialize in selling services to a particular industry.
 GOE: 08.01.02 STRENGTH: L GED: R5 M3 L4 SVP: 6 DLU: 77

253.357-010 SALES REPRESENTATIVE, PUBLIC UTILITIES (tel. & tel.; utilities) alternate titles: commercial service representative

Solicits prospective and existing commercial and residential clients to promote increased or economical use of public utilities, such as gas, electric power, telephone, and telegraph service: Inspects installations in existing establishments or reviews plans for new construction to determine potential need or necessity for extension of utility service. Advises customers in most economical use of utility to promote energy conservation and reduce cost. Quotes approximate rates, installation charges, and operating costs and explains company services. Writes construction requisitions and service applications, conforming to needs and requests of consumer. May investigate customers' complaints concerning bills. May be designated by type of utility sold as Sales Representative, Electric Service (utilities); Sales Representative, Gas Service (utilities); Sales Representative, Telephone and Telegraph Services (tel. & tel.) or by area in which utility is sold as Sales Representative, Rural Power (utilities).
 GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 78

254 SALES OCCUPATIONS, PRINTING AND ADVERTISING

This group includes occupations concerned with selling printing services, display and classified advertising for publications, outdoor advertising, and art works used for advertising purposes.

254.251-010 SALES REPRESENTATIVE, GRAPHIC ART (business ser.)

Sells graphic art, such as layout, illustration, and photography, to advertising agencies and industrial organizations for use in advertising and illustration: Plans and sketches layouts to meet customer needs. Advises customer in methods of composing layouts, utilizing knowledge of photographic and illustrative art and printing terminology. Informs customer of types of artwork available by providing samples. Computes job costs. Delivers advertising or illustration proofs to customer for approval. May write copy as part of layout.
 GOE: 08.01.01 STRENGTH: L GED: R5 M3 L4 SVP: 7 DLU: 77

254.257-010 SALES REPRESENTATIVE, SIGNS AND DISPLAYS (fabrication, nec)

Solicits and draws up contracts for signs and displays: Calls on advertisers and sales promotion people to obtain information concerning prospects for current advertising and sales promotion. Discusses advantages of and suggests ideas for signs and displays. Submits rendering or drawing of proposed sign or display to prospect. Draws up contract covering arrangements for designing, fabricating, erecting, and maintaining sign or display, depending on type of job and customer's wishes. May confer with architect in determining type of sign. May select and arrange for lease of site [SALES AGENT, REAL ESTATE (real estate)].
 GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

254.357-010 LEASING AGENT, OUTDOOR ADVERTISING (business ser.)

Obtains leases to sites for outdoor advertising: Persuades property owners to lease sites for erection of billboard signs used in outdoor advertising. Arranges price and draws up lease. May locate potential billboard sites, using automobile to travel through assigned district. May search legal records for land ownership.
 GOE: 11.12.02 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 77

254.357-014 SALES REPRESENTATIVE, ADVERTISING (print. & pub.) alternate titles: advertising-sales representative; advertising solicitor

Sells classified and display advertising space for publication: Prepares list of prospects from leads in other papers and from old accounts. Obtains pertinent information concerning prospect's past and current advertising for use in sales presentation. Visits advertisers to point out advantages of own publication and exhibits prepared layouts with mats and copy with headings. May collect payments due. Usually designated by type of advertising sold as Sales Representative, Classified Advertising (print. & pub.); Sales Representative, Display Advertising (print. & pub.).
 GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

254.357-018 SALES REPRESENTATIVE, PRINTING (wholesale tr.)

Visits business establishments to solicit business for printing firm: Interviews purchasing personnel and quotes prices on printed material from schedule or secures price from ESTIMATOR, PRINTING (print. & pub.). Explains technical phases, such as type size and style, paper stock, binding materials, and various methods of reproduction. Contacts prospects, following leads submitted by management, established customers, or developed through other sources. May prepare sales promotional letters to be sent to prospective customers. May submit formal bids on large orders of printed matter.

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

254.357-022 SALES REPRESENTATIVE, SIGNS (fabrication, nec)

Sells electric, cutout, neon, engraved, or painted signs, to be made according to customers' specifications, from materials, such as wood, metal, or plastic, utilizing knowledge of lettering, color harmony, and processes involved in making various signs. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

259 SALES OCCUPATIONS, SERVICES, N.E.C.

This group includes occupations, not elsewhere classified, concerned with selling services.

259.157-010 SALES REPRESENTATIVE, AUDIOVISUAL PROGRAM PRODUCTIONS (motion picture)

Contacts prospective customers to sell service of producing motion pictures or recordings designed to inform specific audiences about goods, services, or procedures, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title: Records customer's instructions and plans preliminary programs commensurate with customer's objectives and budget limitations. Obtains information necessary for production specialists to produce programs that accomplish customer's aims. Consults with production specialists to obtain cost estimate of program and submits estimate to customer for approval.

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

259.157-014 SALES REPRESENTATIVE, HOTEL SERVICES (hotel & rest.)

Contacts representatives of government, business, associations, and social groups to solicit business for hotel, motel, or resort: Reviews information on sales meetings, conventions, training classes, overnight travel, and other functions held by organization members to select prospective customers for hotel services. Calls on prospects to solicit business, analyzes requirements of function, outlines available hotel facilities and services offered, and quotes prices. Verifies reservations by letter, or draws up contract and obtains signatures. Confers with customer and hotel department heads to plan function details, such as space requirements, publicity, time schedule, food service, and decorations. May serve as convention advisor or coordinator during function to minimize confusion and resolve problems, such as space adjustment and need for additional equipment. May select and release hotel publicity. May prepare and mail advance brochures to prospective customers.

GOE: 08.01.02 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 81

259.257-010 SALES REPRESENTATIVE, EDUCATION COURSES (education)

Solicits applications for enrollment in technical, commercial, and industrial schools: Contacts prospects, explains courses offered by school, and quotes fees. Advises prospective students on selection of courses based on their education and vocational objectives. Compiles registration information. May accept registration fees or tuition payments. May be designated according to type of school as Sales Representative, Business Courses (education); Sales Representative, Correspondence Courses (education).

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

259.257-014 SALES REPRESENTATIVE, ELECTROPLATING (wholesale tr.)

Sells electroplating services to manufacturers of formed metal and plastic products: Visits industrial establishments that manufacture formed metal and plastic products, such as metal automotive parts and plastic radio and television control panels. Evaluates structural characteristics and properties of products and determines specifications of finishing process, such as plating, anodizing, and coloring, utilizing knowledge of electroplating processes on metal and plastic. Confers with production staff of electroplating establishment to analyze special problems related to customer's product. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R5 M4 L4 SVP: 7 DLU: 77

259.257-018 SERVICE REPRESENTATIVE, ELEVATORS, ESCALATORS, AND DUMBWAITERS (wholesale tr.)

Sells maintenance service and engineering improvements for elevators, escalators, and dumbwaiters, applying knowledge of mechanical engineering: Compiles list of prospective customers and schedules contacts according to sales potential and geographical location. Explains type of service available and quotes cost of servicing equipment, explains tasks performed to achieve maximum performance, such as lubrication, electronic testing, and inspection of cables. Writes service contracts for new customers and renewal contracts for current customers. Explains benefits of modernizing equipment, such as improved speed, safety, and appearance. Inspects equipment and tallies traffic in building. Writes report of equipment to be modernized and changes to be made, and submits to engineering department for cost quotations. Presents proposal to customer for approval. Prepares monthly report of contracts sold, details of business transactions, and customers contacted. May sell elevator, escalator, and dumbwaiter parts to owners who maintain own equipment.

GOE: 08.01.01 STRENGTH: L GED: R5 M4 L4 SVP: 5 DLU: 77

259.257-022 SALES REPRESENTATIVE, SECURITY SYSTEMS (business ser.)

Sells burglar, fire, and medical emergency alarm systems and security monitoring services to individuals and businesses: Contacts prospective customers to explain security monitoring services and to demonstrate alarm systems. Examines customer's home or business and analyzes customer's requirements to recommend security system to meet customer's needs. Explains operation of security system after installation. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.02 STRENGTH: M GED: R4 M3 L4 SVP: 5 DLU: 86

259.357-010 GROUP-SALES REPRESENTATIVE (amuse. & rec.) alternate titles: promotor, group-ticket sales

Promotes sale of group or season tickets for sports or other entertainment events: Telephones, visits, or writes to organizations, such as chambers of commerce, corporate-employee-recreation clubs, social clubs, and professional groups, to persuade them to purchase group tickets or season tickets to sports or other entertainment events, such as baseball, horseracing, or stage plays. Quotes group-ticket rates, arranges for sale of tickets and seating for group on specific date(s), and obtains payment. May arrange for club to sponsor sports event, such as one of races at horseracing track.

GOE: 08.02.08 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

259.357-014 SALES REPRESENTATIVE, DANCING INSTRUCTIONS (education)

Sells dancing instructions to patrons at dance studio: Interviews patron to ascertain dancing background. Dances with patron to determine dancing ability and discusses ability with patron. Devises plan of instruction and persuades patron to purchase lessons. May prepare sales contracts and receive payments. May instruct patron in dancing [INSTRUCTOR, DANCING (education)].

GOE: 08.02.05 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 77

259.357-018 SALES REPRESENTATIVE, RADIO AND TELEVISION TIME (radio-tv broad.) alternate titles: account executive

Contacts prospective customers to sell radio and television time or captioning services for broadcasting station, network, or cable television franchise: Calls on prospects and presents outlines of various programs or commercial announcements. Discusses current popularity of various types of programs, such as news, drama, and variety. Drives auto vehicle to prospective customer's location. May arrange for and accompany prospect to commercial taping sessions. May prepare promotional plans, sales literature, and sales contracts, using computer.

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 89

259.357-022 SALES REPRESENTATIVE, TELEVISION CABLE SERVICE (radio-tv broad.)

Contacts homeowners, apartment managers, and other prospects to sell cable television service: Compiles list of prospective customers from lists of homes that do not have cable television and lists of residential addresses with names of owners and occupants. Travels throughout assigned territory to call on prospective customers in their homes to solicit orders. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 88

259.357-026 SALES REPRESENTATIVE, UPHOLSTERY AND FURNITURE REPAIR (retail trade)

Calls on prospective customers to sell and estimate cost of furniture repair and upholstery service, utilizing knowledge of upholstery and repair procedures and material and labor costs: Examines worn or damaged furniture to determine extent of repairs required. Estimates amount of material required based on style and dimensions of furniture. Advises customer on color and type of fabric. Completes estimate form and gives form to customer. Prepares sales contract for upholstery work.

GOE: 08.02.06 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 77

259.357-030 SALES REPRESENTATIVE, WEATHER-FORECASTING SERVICE (business ser.)

Sells weather forecasting services to business establishments: Calls on or writes to establishments, such as construction contractors and airlines, explains services, and quotes prices to gain new customers or renew current accounts. Writes customer orders and maintains order files. May write advertising and sales promotion aids.

GOE: 08.01.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

259.357-034 TICKET BROKER (amuse. & rec.)

Purchases entertainment tickets in blocks at box-office prices, usually before attraction opens: Prices tickets for profitable resale, based on such factors as availability and demand for tickets and location of seats. Sells tickets to public in accordance with legal regulations concerning amount of profit or place of sale. May trade as well as buy and sell tickets. May pick up and deliver, by automobile, tickets bought, sold, or traded.

GOE: 11.06.04 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

259.357-038 TOBACCO-WAREHOUSE AGENT (business ser.)

Solicits business for tobacco auction warehouse and rents space for display of tobacco on warehouse floor: Meets tobacco growers at warehouse entrance, on streets, or visits growers prior to sale to solicit their business. Informs customers or prospective customers of warehouse space available for tobacco display. Issues tickets to growers reserving warehouse space and ascertains that space has been reserved.

GOE: 08.01.02 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

26 SALES OCCUPATIONS, CONSUMABLE COMMODITIES

This division includes occupations concerned with selling consumable commodities, such as farm produce and livestock, foodstuffs, textiles, apparel, fuels and petroleum products, chemicals, and drug preparations, when knowledge of the commodities sold is required.

260 SALES OCCUPATIONS, AGRICULTURAL AND FOOD PRODUCTS

This group includes occupations concerned with selling farm products, such as grains, vegetables, fruits, nuts, poultry, livestock, and raw wool; cut flowers; animal hides, skins, and fur pelts; milled products, such as flour, meal, and cereals (except farm-animal feed); food staples and specialties, such as meat, seafood, dairy and bakery products, canned goods, coffee, candy, and tobacco; pet foods; and beverages, such as soft drinks, wine, and liquor. Occupations concerned with selling farm-animal feed and horticultural and nursery products, such as seeds, bulbs, shrubs, and trees, are found in Group 272.

260.257-010 SALES REPRESENTATIVE, LIVESTOCK (wholesale tr.)

Sells cattle, horses, hogs, and other livestock on commission to packing houses, farmers, or other purchasers: Contacts prospective buyers to persuade them to purchase livestock. Reviews current market information and inspects livestock to determine their value. Informs buyers of market conditions, care, and breeding of livestock. Attends livestock meetings to keep informed of livestock trends and developments.

GOE: 08.01.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

260.357-010 COMMISSION AGENT, AGRICULTURAL PRODUCE (wholesale tr.) alternate titles: broker, agricultural produce

Sells bulk shipments of agricultural produce on commission basis to WHOLESALERS (wholesale tr.) I or other buyers for growers or shippers. Deducts expenses and commission from payment received from sale of produce, and remits balance to shipper. May call on wholesalers' customers, such as restaurants and institutional food services, to promote sales and provide nutritional and other information about products. May be required to be licensed and bonded by state.

GOE: 08.01.03 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77

260.357-014 SALES REPRESENTATIVE, FOOD PRODUCTS (wholesale tr.)

Sells food products, such as bakery products, confectionery, canned goods, coffee, tea, spices, poultry, meats, and seafood, to retail food stores, wholesale grocers, restaurants, hotels, or institutions. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to kind of food sold as Sales Representative, Flour And Cereals (wholesale tr.); Sales Representative, Groceries (wholesale tr.); Sales Representative, Meats (wholesale tr.).

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

260.357-018 SALES REPRESENTATIVE, MALT LIQUORS (wholesale tr.)

Sells beer and other malt liquors to taverns, hotels, restaurants, cocktail lounges, bowling alleys, steamship companies, railroads, military establishments, delicatessens, and supermarkets for wholesale distributor. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Confers with SALES SUPERVISOR, MALT LIQUORS (wholesale tr.) to resolve customer problems.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L3 SVP: 4 DLU: 77

260.357-022 SALES REPRESENTATIVE, TOBACCO PRODUCTS AND SMOKING SUPPLIES (retail trade; wholesale tr.)

Sells tobacco products, such as cigars, cigarettes, and pipe tobacco, and smoking supplies, such as pipes and tobacco pouches, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May also sell confectionery and chewing gum products.

GOE: 08.02.03 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 77

260.357-026 SALESPERSON, FLOWERS (retail trade)

Sells natural and artificial flowers, potted plants, floral pieces, and accessories: Advises customer regarding type of flowers, floral arrangements, and decorations desirable for specific occasions, utilizing knowledge of social and religious customs. Arranges display of flowers and decorative accessories, such as vases and ceramics. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May contact florists in other communities by telegraph or telephone to place orders for out-of-town delivery. May design and make up corsages, wreaths, sprays, and other floral decorations.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L3 SVP: 4 DLU: 77

261 SALES OCCUPATIONS, TEXTILE PRODUCTS, APPAREL, AND NOTIONS

This group includes occupations concerned with selling textile products, such as canvas, jute, and felt products, parachutes, and fish nets; yard goods, such as woolen, cotton, and synthetic fabrics; apparel and accessories, including footwear (except orthopedic), hats, wigs, belts, neckties, fur garments, and corsets; trimmings, such as embroidery, waistbands, and cording; safety apparel, such as goggles, safety belts, and fireproof suits; and notions, such as buttons, buckles, pins, needles, hooks and eyes, and slide and snap fasteners. Occupations concerned with selling textile fibers, jewelry, and leather goods other than belts and apparel, such as billfolds, luggage, and saddlery, are included in Group 269. Occupations concerned with selling orthopedic shoes are included in Group 276.

261.351-010 SALESPERSON, WIGS (personal ser.; retail trade)

Sells wigs, wiglets, falls, and other hairpieces in salon, department store, specialty shop, or customer's home, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title: Observes customer's facial features and complexion and selects wig for customer's consideration. Fits and styles wig on customer, combing and brushing wig to achieve desired effect. Advises customer on care and homestyling of wig. Styles wigs and hairpieces for display purposes, using combs, brushes, hair sprays, and cleaning compounds. May clean, cut, and style hairpieces for customer and be designated Wig Stylist (personal ser.).

GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77

261.354-010 SALESPERSON, CORSETS (retail trade) alternate titles: corsetier

Sells corsets, girdles, brassieres, and other foundation garments: Measures customer, using tape measure, and selects garment to fit customer. Assists customer in trying on garments. Advises customer on type of garment for reducing, surgical, maternity, or corrective purposes that will support and mold figure, based on knowledge of foundation garments. May fit garment on customer and indicate necessary alterations, using pins. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

261.357-010 SALES REPRESENTATIVE, APPAREL TRIMMINGS (wholesale tr.)

Contacts apparel manufacturers to sell trimmings for apparel, such as dresses, blouses, shirts, and sweaters, and service of applying trim to apparel: Suggests design and trimming, such as embroidery, applique, tucking, or cording, to use on apparel. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

261.357-014 SALES REPRESENTATIVE, CANVAS PRODUCTS (wholesale tr.)

Sells canvas goods, such as awnings, tents, tarpaulins, covers, and bags, to retail outlets and industrial and commercial establishments, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May rent tents for events, such as circuses, conventions, or revival meetings. May measure area to be covered by canvas product. May deliver and install awnings [AWNING HANGER (construction; retail trade; tex. prod., nec)].

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

261.357-018 SALES REPRESENTATIVE, FOOTWEAR (wholesale tr.)

Sells footwear, such as shoes, boots, overshoes, and slippers, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

261.357-022 SALES REPRESENTATIVE, MEN'S AND BOYS' APPAREL (wholesale tr.)

Sells men's and boys' clothing, such as suits, coats, sport jackets, and slacks, utilizing knowledge of garment construction, fabrics, and styles. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

261.357-026 SALES REPRESENTATIVE, SAFETY APPAREL AND EQUIPMENT (wholesale tr.)

Sells safety apparel and equipment, such as goggles, masks, shoes, belts, helmets, fireproof suits, and hearing-protection devices, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Tours industrial plant and suggests protective clothing and devices to prevent accidents.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

261.357-030 SALES REPRESENTATIVE, TEXTILES (wholesale tr.)

Sells textile fabrics, such as cottons, wools, synthetics, and combination blends, to garment manufacturers, retail stores, textile converters, and buying offices, utilizing knowledge of textile construction, fabrics, fashion, and textile products. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May sell raw fibers to spinning mills and be designated Sales Representative, Raw Fibers (wholesale tr.).

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

261.357-034 SALES REPRESENTATIVE, UNIFORMS (retail trade; wholesale tr.)

Sells men's and women's uniforms for use in industrial and commercial establishments, medical-service organizations, and for such groups as bands and private organizations, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May take individual measurements for uniforms.

GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

261.357-038 SALES REPRESENTATIVE, WOMEN'S AND GIRLS' APPAREL (wholesale tr.)

Sells women's and girls' apparel, such as coats, dresses, lingerie, and accessories, utilizing knowledge of fabrics, style, and prices. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May specialize according to price range of garment sold. May sell only girls' or women's apparel and be designated Sales Representative, Girls' Apparel (wholesale tr.); Sales Representative, Women's Apparel (wholesale tr.).

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

261.357-042 SALESPERSON, FURS (retail trade)

Sells ready-to-wear or custom-made fur garments and pieces, such as capes, coats, neckpieces, and stoles: Displays garments from stock and assists customer in trying on garment. Explains qualities of various kinds of fur, how fur garments are made, number of skins used, and when particular types of furs should be worn. Displays samples of fur skins and linings at request of customer desiring custom-made garment. Estimates cost of altering, remodeling, or repairing garment. Receives fur garment for storage, writes description on ticket, and estimates value of garment and storage cost. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

261.357-046 SALESPERSON, INFANTS' AND CHILDREN'S WEAR (retail trade)

Sells infants' and children's wearing apparel, nursery furniture, and bedding: Advises customer on durability of merchandise and quantity to purchase for infants. Suggests gift items or sizes of infants' clothes. May sell infants' and children's shoes. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77

261.357-050 SALESPERSON, MEN'S AND BOYS' CLOTHING (retail trade)

Sells men's and boys' outer garments, such as suits, pants, and coats: Advises customer about prevailing styles and appropriateness of garments for particular occasions. Answers questions about fabric, design, and quality of garment. Selects standard-size garments nearest customer's measurements. May measure customer to determine garment size required, using measuring tape. May mark garment for alterations. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 81

261.357-054 SALESPERSON, MEN'S FURNISHINGS (retail trade) alternate titles: haberdasher

Sells men's furnishings, such as neckties, shirts, belts, hats, and accessories: Advises customer on coordination of accessories based on knowledge of current fashions. Answers questions relating to fabrics and quality of merchandise. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May be designated according to type of furnishing sold as Salesperson, Men's Hats (retail trade); Salesperson, Neckties (retail trade).

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

261.357-058 SALESPERSON, MILLINERY (retail trade) alternate titles: salesperson, women's hats

Displays, fits, and sells women's hats and related accessories: Observes customer's age, coloring, figure, and shape of face and selects hats for customer's consideration. Fits hats on customer. May manually adjust headband to alter hat size for customer. May also sell wigs and other hairpieces [SALESPERSON, WIGS (personal ser.; retail trade)]. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77

261.357-062 SALESPERSON, SHOES (retail trade)

Fits and sells shoes, boots, and other footwear: Ascertains style and color of shoe customer wishes. Asks customer shoe size or measures customer's foot, using measuring device. Obtains footwear of specified style, color, and size from stock. Helps customer try on shoes, observes and questions customer about fit, and feels customer's feet through shoes to ensure fit. May stretch shoes, using hand stretcher, or insert insoles or instep pads to improve fit. May sell related products, such as handbags, hosiery, shoetrees, and shoe polish. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May be designated according to type of shoes sold as Salesperson, Children's Shoes (retail trade); Salesperson, Men's Shoes (retail trade); Salesperson, Women's Shoes (retail trade).

GOE: 08.02.02 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 81

261.357-066 SALESPERSON, WOMEN'S APPAREL AND ACCESSORIES (retail trade) alternate titles: salesperson, ladies' wear

Sells women's clothing and accessories, such as coats, sportswear, suits, dresses, formal gowns, lingerie, hosiery, belts, gloves, costume jewelry, handbags, and scarfs: Advises customer on current fashion and coordinating accessories. Answers questions regarding washability, durability, and color fastness of fabrics. May mark garments for alterations. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May be designated according to specific category or type of item sold as Salesperson, Fashion Accessories (retail trade); Salesperson, Handbags (retail trade); Salesperson, Hosiery (retail trade); Salesperson, Lingerie (retail trade); Salesperson, Women's Dresses (retail trade); Salesperson, Women's Sportswear (retail trade).

GOE: 08.02.02 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 81

261.357-070 SALESPERSON, YARD GOODS (retail trade)

Sells yard goods made from cotton, linen, wool, silk, synthetic fibers, and other materials: Unrolls bolts of cloth to display assortment of fabrics to customer. Advises customer as to kind and quantity of material required to make garments, bed clothes, curtains, and other articles. Discusses features and qualities of fabric, such as weave, texture, color, and washability. Suggests harmonizing or matching colors of fabrics. Measures and cuts length of fabric from bolt, using scissors and measuring machine or yardstick. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May sell sewing accessories and notions, such as dress patterns, needlecraft books, needles, thread, buttons, and zippers.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77

261.357-074 SALESPERSON, LEATHER-AND-SUEDE APPAREL-AND-ACCESSORIES (retail trade)

Sells suede and leather apparel and accessories: Advises customer on selection of apparel and on coordination of accessories, such as handbags, belts, and boots. Answers questions regarding cleaning requirements, color fastness, and durability of article. Packs or wraps customer purchase. Checks merchandise deliveries against packing slips. Tickets merchandise, using ticket gun. Inventories stock. Posts daily sales from sales slips onto inventory sheet. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 86

262 SALES OCCUPATIONS, CHEMICALS, DRUGS, AND SUNDRIES

This group includes occupations concerned with selling organic and inorganic chemicals, drugs, medicines, cosmetics, toiletries, and allied products.

262.157-010 PHARMACEUTICAL DETAILER (wholesale tr.) alternate titles: detailer, pharmaceuticals

Promotes use of and sells ethical drugs and other pharmaceutical products to physicians, DENTISTS (medical ser.) 072.101-010, hospitals, and retail and wholesale drug establishments, utilizing knowledge of medical practices, drugs, and medicines: Calls on customers, informs customer of new drugs, and explains characteristics and clinical studies conducted with drug. Discusses dosage, use, and effect of new drugs and medicinal preparations. Gives samples of new drugs to customer. Promotes and sells other drugs and medicines manufactured by company. May sell and take orders for pharmaceutical supply items from persons contacted.

GOE: 08.01.01 STRENGTH: L GED: R5 M3 L5 SVP: 7 DLU: 77

262.357-010 SALES REPRESENTATIVE, CHEMICALS AND DRUGS (wholesale tr.)

Sells chemical or pharmaceutical products, such as explosives, acids, industrial or agricultural chemicals, medicines, and drugs, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

262.357-014 SALES REPRESENTATIVE, TOILET PREPARATIONS (wholesale tr.)

Sells toilet preparations, such as cosmetics, perfumes, soaps, bath oils, and facial and hair preparations, utilizing knowledge of promotion and display techniques. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.
GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

262.357-018 SALESPERSON, COSMETICS AND TOILETRIES (retail trade)

Sells cosmetics and toiletries, such as skin creams, hair preparations, face powder, lipstick, and perfume, to customers in department store or specialty shop; Demonstrates methods of application of various preparations to customer. Explains beneficial properties of preparations and suggests shades or varieties of makeup to suit customer's complexion. May weigh and mix facial powders, according to established formula, to obtain desired shade, using spatula and scale. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.
GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77

262.357-022 SALES REPRESENTATIVE, WATER-TREATMENT CHEMICALS (wholesale tr.)

Contacts prospective customers to sell chemicals that treat water in boilers, cooling towers, and air wash systems; Schedules appointment to explain products and services available, inspects customer water system equipment, and prepares service estimates. Obtains sample of water to be analyzed, and ships sample to home office for analysis. Receives and reviews analysis, and contacts customers to recommend treatment to control levels of substances in water. Explains merits of program to persuade customer to purchase treatment package. Attempts to resolve problems encountered with customer's water-treatment process. Sells water-treatment chemicals to customer. Performs follow-up test on water in customer water system, utilizing test kit, knowledge of chemical treatment, and reference manual. Explains test results to customers. Observes changes in water color and recommends to customer amount and type of chemical additives for necessary water treatment.
GOE: 08.02.01 STRENGTH: S GED: R3 M3 L3 SVP: 7 DLU: 86

269 SALES OCCUPATIONS, MISCELLANEOUS CONSUMABLE COMMODITIES, N.E.C.

This group includes occupations, not elsewhere classified, concerned with selling consumable commodities.

269.357-010 SALES REPRESENTATIVE, FUELS (retail trade; wholesale tr.)

Sells fuels, other than petroleum, such as coal, coke, and wood, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.
GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

269.357-014 SALES REPRESENTATIVE, PETROLEUM PRODUCTS (wholesale tr.)

Sells petroleum products, such as gasoline, oil, greases, and lubricants, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to specific petroleum product sold as Sales Representative, Industrial Lubricants (wholesale tr.).
GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

269.357-018 SALES-PROMOTION REPRESENTATIVE (wholesale tr.)

Persuades customers to use sales promotion display items of wholesale commodity distributor; Visits retail establishments, such as department stores, taverns, supermarkets, and clubs to persuade customers to use display items to promote sale of company products. Delivers promotion items, such as posters, glasses, napkins, and samples of product, and arranges display of items in customer's establishment. May take sales order from customer.
GOE: 08.02.01 STRENGTH: L GED: R4 M2 L3 SVP: 3 DLU: 77

27 SALES OCCUPATIONS, COMMODITIES, N.E.C.

This division includes occupations concerned with selling commodities, not included in Division 26, when knowledge of the commodities sold is required.

270 SALES OCCUPATIONS, HOME FURNITURE, FURNISHINGS, AND APPLIANCES

This group includes occupations concerned with selling household furniture; housefurnishings, such as china, glassware, silverware, floor coverings, bedding, curtains, draperies, upholstery, linens, brooms, and other household accessories; and home appliances, such as refrigerators, dishwashers, clothes washers and driers, sewing machines, vacuum cleaners, radios, television sets, phonograph and high fidelity equipment, household lamps, toasters, and room air-conditioners. Occupations concerned with selling industrial and commercial air-conditioning units and refrigerators are included in Group 274.

270.352-010 SALESPERSON, SEWING MACHINES (retail trade)

Demonstrates and sells sewing machines; Explains and demonstrates to prospective customers how to thread and adjust tensions on machine, use various attachments, and set machine to sew various stitches. Estimates and quotes trade-in allowance for customer's old machine. Determines extent of repair service required in response to customer's call and advises customer on minor repair procedures or arranges for service. May prepare machine rental contracts. May clean and maintain store demonstrator machines. May sell vacuum cleaners and sewing accessories. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.
GOE: 08.02.02 STRENGTH: M GED: R4 M3 L4 SVP: 6 DLU: 77

270.357-010 SALES REPRESENTATIVE, HOME FURNISHINGS (wholesale tr.)

Sells home furnishings, such as china, glassware, floor coverings, furniture, linens, brooms, and kitchen articles, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.
GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

270.357-014 SALES REPRESENTATIVE, HOUSEHOLD APPLIANCES (wholesale tr.)

Sells household appliances, such as refrigerators, ranges, laundry equipment, dishwashers, vacuum cleaners, and room air-conditioning units. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May train dealers in operation and use of appliances.
GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

270.357-018 SALESPERSON, CHINA AND SILVERWARE (retail trade; wholesale tr.)

Displays and sells china, glassware, and silver flatware and hollow ware; Advises customer on use of various silverware, china, and glassware items for specific purposes or decorative schemes. May be required to have knowledge of manufacturing methods, materials, and methods of decoration of china. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May be designated according to category of items sold as Salesperson, China And Glassware (retail trade; wholesale tr.); Salesperson, Silverware (retail trade).
GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

270.357-022 SALESPERSON, CURTAINS AND DRAPERIES (retail trade)

Sells curtains, draperies, slipcovers, bedspreads, and yard goods from which these may be made: Displays samples of fabric and advises customer regarding color and pattern of material or style that will complement furnishings in customer's home. Selects size or number of curtains or drapes required, based on customer's specifications or window measurements. May estimate cost of fabricating draperies, curtains, or slipcovers. May measure and cut fabric from bolt. May also sell curtain and drapery rods and window shades. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May sell custom-made draperies to customers in their homes and be designated Salesperson, Custom Draperies (retail trade).

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

270.357-026 SALESPERSON, FLOOR COVERINGS (retail trade; wholesale tr.)

Displays and sells floor coverings, such as carpets, rugs, and linoleum, in department store, specialty store, or showroom: Shows rugs or samples of carpets to customer. Explains qualities of various rugs and carpets, such as composition, method of fabrication, and wearing qualities. Estimates cost and amount of covering required, referring to customer's floor plans. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May measure floor and sell floor coverings in customer's home or place of business and be designated Floor-Coverings Estimator (retail trade; wholesale tr.); Salesperson, Terrazzo Tiles (retail trade; wholesale tr.).

GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

270.357-030 SALESPERSON, FURNITURE (retail trade)

Sells furniture and bedding in furniture or department store: Suggests furniture size, period style, color, fabric, and wood that will complement customer's home and other furnishings. Discusses quality of fabric and finish, and type and quality of construction with customer. May resolve customer complaints regarding delivery of damaged or incorrect merchandise. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 81

270.357-034 SALESPERSON, HOUSEHOLD APPLIANCES (retail trade)

Sells radios, television sets, and other household appliances to customers: Explains features of appliances, such as stoves, refrigerators, vacuum cleaners, and washing machines. Demonstrates television, radio, and phonograph sets. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May sell service contracts for appliances sold. May demonstrate appliances on display floor of utility company and refer interested customers to appliance dealers for purchase.

GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

270.357-038 SALESPERSON, STEREO EQUIPMENT (retail trade)

Sells home-entertainment electronic sound equipment and parts, such as stereophonic phonographs, recording equipment, radios, speakers, tuners, amplifiers, microphones, and record changers. Explains features of various brands, meaning of technical manufacturers' specifications, and method of installation, applying knowledge of electronics. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

GOE: 08.02.02 STRENGTH: M GED: R4 M3 L4 SVP: 4 DLU: 77

271 SALES OCCUPATIONS, ELECTRICAL GOODS, EXCEPT HOME APPLIANCES

This group includes occupations concerned with selling electrical industrial apparatus, electric transmission and distribution equipment, electric lighting and wiring equipment, communications equipment, and electrical and electronic components and accessories.

271.257-010 SALES REPRESENTATIVE, COMMUNICATION EQUIPMENT (wholesale tr.)

Sells communication equipment, such as telephone and telegraph apparatus, intercommunication equipment, and radio broadcasting equipment, utilizing knowledge of electronics. Analyzes customer's communication needs and recommends equipment needed. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May train personnel of business establishments in use of equipment.

GOE: 08.01.01 STRENGTH: L GED: R4 M4 L4 SVP: 6 DLU: 77

271.352-010 SALES REPRESENTATIVE, RADIOGRAPHIC-INSPECTION EQUIPMENT AND SERVICES (wholesale tr.)

Sells radiographic equipment, supplies, and inspection services to foundries, railroads, and other establishments requiring radiographic devices and materials for such purposes as inspecting welds, detecting variances in product quality, and conducting research into structure of metals. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

271.352-014 SALES REPRESENTATIVE, ULTRASONIC EQUIPMENT (wholesale tr.)

Sells electronic devices that clean, test, or process materials by means of ultrahigh frequency sound waves, such as disintegrators for cleaning surgical instruments, electronic guns for bonding plastics, and sonic devices for detecting flaws in metals, cutting steel and diamonds, and separating fossils from rocks. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

271.354-010 SALESPERSON, ELECTRIC MOTORS (retail trade; wholesale tr.) alternate titles: electric-motor-repair clerk

Sells new and used fractional horsepower electric motors and estimates costs of repairs in manufacturing, retail, or repair establishment: Determines malfunction of motors received for repair, using test equipment. Estimates repair cost, using pricelist for parts and labor. Receives motors in exchange for new or used motors. Keeps records of exchange or sales of new and used motors. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May repair motors [ELECTRIC-MOTOR REPAIRER (any industry)].

GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

271.357-010 SALES REPRESENTATIVE, ELECTRONICS PARTS (wholesale tr.)

Sells radio, television, and other electronics parts to establishments, such as appliance stores, dealers, and repair shops or electronics and aircraft manufacturing firms, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

271.357-014 SALES REPRESENTATIVE, VIDEOTAPE (wholesale tr.)

Sells television tape, used to record programs for delayed play-back, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77

272 SALES OCCUPATIONS, FARM AND GARDENING EQUIPMENT AND SUPPLIES

This group includes occupations concerned with selling such items as tractors, farm implements and machinery, feed and feed supplements, fertilizer, and lawn and gardening tools, equipment, and accessories; and horticultural and nursery products, such as shrubs, trees, seeds, and bulbs.

272.357-010 SALES REPRESENTATIVE, ANIMAL-FEED PRODUCTS (wholesale tr.)

Sells livestock- and poultry-feed products to farmers and retail establishments: Suggests feed changes to improve breeding of fowl and stock. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May specialize in selling feed supplements and be designated Sales Representative, Cattle-And-Poultry Feed Supplements (wholesale tr.).

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

272.357-014 SALES REPRESENTATIVE, FARM AND GARDEN EQUIPMENT AND SUPPLIES (wholesale tr.)

Sells farm and garden machinery, equipment, and supplies, such as tractors, feed, fertilizer, seed, insecticide, and farm and garden implements, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May sell spare parts and service contracts for machinery and equipment.

GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

272.357-018 SALES REPRESENTATIVE, POULTRY EQUIPMENT AND SUPPLIES (retail trade; wholesale tr.)

Sells poultry equipment and supplies, such as brooders, coolers, feeders, graders, and washers: Advises customers on care and feeding of poultry, setting up of poultry equipment, and egg production problems, and suggests remedial measures for diseased poultry. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May sell chicks. May tend battery of brooders to hatch chicks.

GOE: 08.02.03 STRENGTH: M GED: R4 M3 L4 SVP: 6 DLU: 77

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