

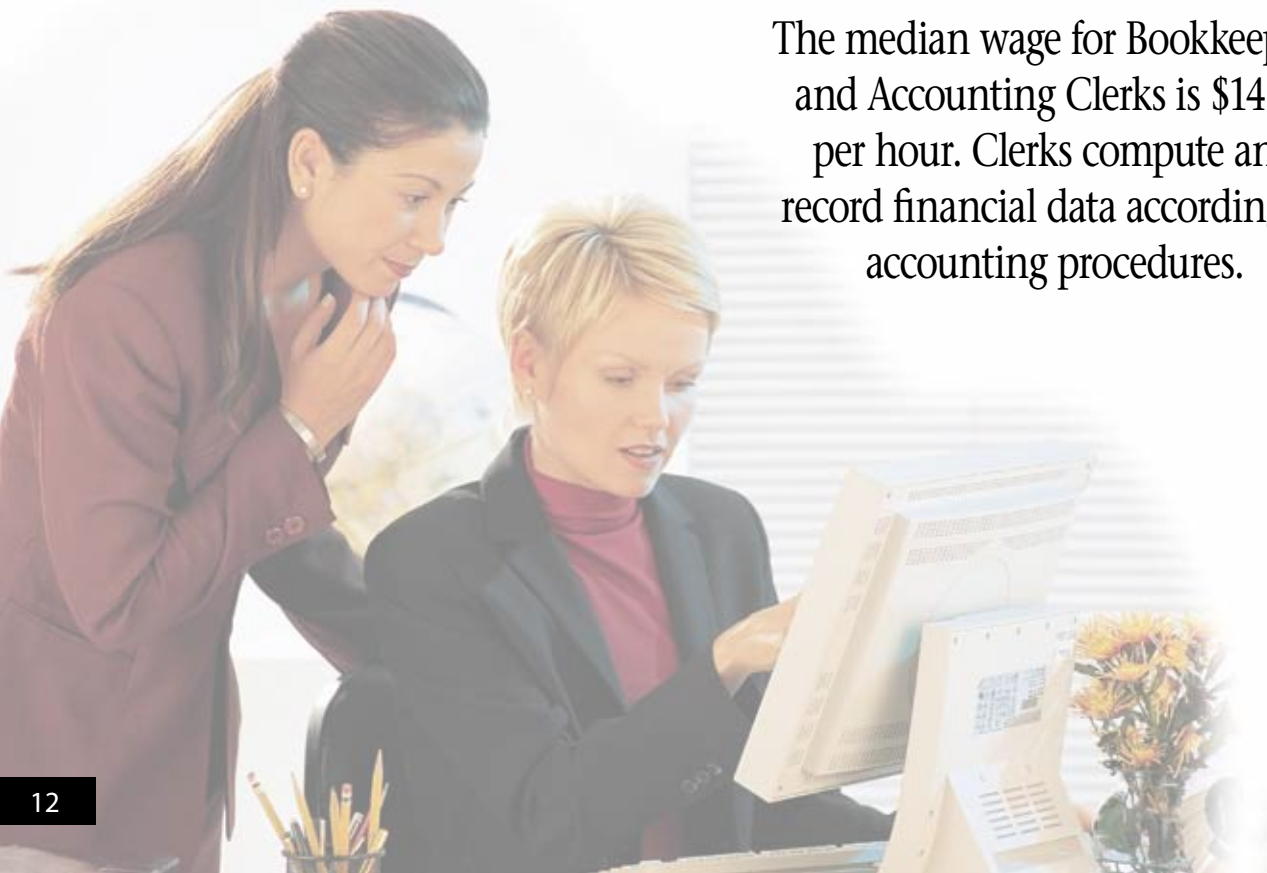


# Conventional



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
<b>Five Star Conventional Jobs ★★★★★</b>						
★★★★★	Bookkeeping, Accounting, and Auditing Clerks Computes and records financial data according to accounting and bookkeeping procedures.	\$11.40	\$14.90	Moderate OJT		43-3031
★★★★★	Inspectors, Testers, Sorters, Samplers, and Weighers Inspects, tests, grades, sorts, samples, or weighs raw materials or manufactured items.	\$11.90	\$16.50	Moderate OJT		51-9061
★★★★★	Loan Interviewers and Clerks Review loan papers, prepare loan documents complete transactions upon loan approval	\$12.00	\$14.50	Short-Term OJT		43-4131
★★★★★	Pharmacy Technicians Fills orders for pharmaceuticals under the supervision and direction of a pharmacist.	\$12.50	\$14.80	Moderate OJT	Yes	29-2052
★★★★★	Postal Service Mail Carriers Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	\$20.50	\$26.00	Short-Term OJT		43-5052
★★★★★	Production, Planning, and Expediting Clerks Coordinates the flow of work and materials according to production schedule; primarily clerical.	\$13.60	\$19.50	Short-Term OJT		43-5061

The median wage for Bookkeeping and Accounting Clerks is \$14.90 per hour. Clerks compute and record financial data according to accounting procedures.



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<b>Four Star Conventional Jobs ★★★★★</b>						
★★★★	Bill and Account Collectors Locates and notifies customers of delinquent accounts to solicit payment.	\$11.60	\$14.00	Short-Term OJT		43-3011
★★★★	Billing and Posting Clerks and Machine Operators Operates machines that calculate and record billing, accounting, sales, and inventory data.	\$11.80	\$14.80	Moderate OJT		43-3021
★★★★	Budget Analysts Analyzes data to determine resources needed to meet obligations. Makes budget recommendations.	\$25.40	\$33.10	Bachelor's Degree		13-2031
★★★★	Court, Municipal, and License Clerks Performs clerical duties in a court of law or issues licenses or permits to qualified applicants.	\$12.10	\$14.10	Short-Term OJT		43-4031
★★★★	Customer Service Representatives Talks with customers by phone or in person, and receives orders to start, stop, or change service.	\$9.80	\$12.80	Moderate OJT		43-4051
★★★★	Data Entry Keyers Operates keyboards or other data entry devices to input data into a computer or other media.	\$9.90	\$13.30	Moderate OJT		43-9021
★★★★	Executive Secretaries and Administrative Assistants Assists executives by coordinating and directing basic office services.	\$14.70	\$18.50	Moderate OJT		43-6011
★★★★	Insurance Claims and Policy Processing Clerks Obtains information for settling insurance claims or opening/changing insurance policies.	\$11.20	\$15.00	Moderate OJT		43-9041
★★★★	Legal Secretaries Prepares legal documents and correspondences.	\$13.20	\$16.90	Applied Technology		43-6012
★★★★	Medical Secretaries Performs secretarial duties in a health care setting. Uses specific medical terminology.	\$10.70	\$13.70	Applied Technology		43-6013
★★★★	Secretaries, Except Legal, Medical, and Executive Conducts clerical work and minor administrative or business functions for managers/officials.	\$10.60	\$13.70	Moderate OJT		43-6014
★★★★	Shipping, Receiving, and Traffic Clerks Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	\$9.90	\$13.20	Short-Term OJT		43-5071

After short-term on-the-job training, the median wage for bank tellers is \$11.10 per hour, although it is rated as a one-star job.





# Conventional



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		Inexperienced	Median			
<b>Three Star Conventional Jobs ★★ ★</b>						
★★★	Accountants and Auditors Analyze financial information and prepare reports describing an organization's financial activities.	\$18.90	\$27.20	Bachelor's Degree	Yes	13-2011
★★★	Audio and Video Equipment Technicians Set up or set up and operate audio and video equipment for concerts, sports events, meetings, etc.	\$10.60	\$17.70	Long-Term OJT		27-4011
★★★	Counter and Rental Clerks Greets customers and receives orders for services. May accept payment.	\$8.30	\$11.00	Short-Term OJT		41-2021
★★★	Dispatchers, Except Police, Fire, and Ambulance Schedules and dispatches workers, work crews, or service vehicles to appropriate locations.	\$10.30	\$15.10	Moderate OJT		43-5032
★★★	General Office Clerks Performs clerical duties to provide clerical support to office staff.	\$8.60	\$11.40	Short-Term OJT		43-9061
★★★	Human Resources Assistants Compile and keep personnel records.	\$12.40	\$16.30	Short-Term OJT		43-4161
★★★	Order Clerks Receives and processes incoming orders for materials, merchandise, or services.	\$8.80	\$11.20	Short-Term OJT		43-4151
★★★	Receptionists and Information Clerks Greets visitors to an establishment, provides information, other assigned clerical duties.	\$8.30	\$10.60	Short-Term OJT		43-4171
★★★	Reservation and Transportation Ticket Agents and Travel Clerks Makes reservations or sells tickets to transportation passengers. May check baggage.	\$9.30	\$12.20	Short-Term OJT		43-4181
★★★	Stock Clerks and Order Fillers Receives, stores, and issues materials from stockroom or warehouse. Fills customer orders.	\$8.20	\$10.20	Short-Term OJT		43-5081
<b>Two Star Conventional Jobs ★ ★</b>						
★★	Word Processors and Typists Uses computer to prepare letters, reports, forms, or other material from draft or voice recording.	\$8.70	\$13.10	Moderate OJT		43-9022
<b>One Star Conventional Jobs ★ ★</b>						
★	Cashiers Receives payments and issues receipts for sales and other financial transactions.	\$8.10	\$8.90	Short-Term OJT		41-2011
★	Hotel, Motel, and Resort Desk Clerks Register hotel patrons, assign rooms, issue keys, confirm reservations and receive payments.	\$8.20	\$9.50	Short-Term OJT		43-4081
★	Library Assistants, Clerical Issues and receives library materials, shelves materials; and assists patrons in locating materials.	\$8.20	\$9.30	Short-Term OJT		43-4121

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*	Library Technicians Assists librarian in the acquisition, processing, cataloging, and display of books and materials.	\$10.50	\$13.80	Applied Technology		25-4031
*	Medical Records and Health Information Technicians Compiles and maintains medical records of patients in healthcare facilities.	\$10.80	\$13.70	Associate Degree	Yes	29-2071
*	New Accounts Clerks Interviews persons who wish to open bank accounts.	\$12.30	\$13.50	Related Experience		43-4141
*	Tellers Receives and pays out money in a financial institution. Keeps records of financial transactions.	\$9.90	\$11.10	Short-Term OJT		43-3071

#### Zero Star Conventional Jobs

File Clerks Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order.	\$9.00	\$12.10	Short-Term OJT	43-4071
Law Clerks Researches and analyzes law sources to prepare legal documents for use by attorney.	\$13.20	\$14.60	Bachelor's Degree	23-2092
Mail Clerks and Mail Machine Operators, Except Postal Service Prepares incoming and outgoing mail or packages for distribution and mailing.	\$9.90	\$12.40	Moderate OJT	43-9051

The median wage for order clerks is \$11.20. They receive and process incoming orders for materials, merchandise, or services.

