

Office Clerks, General 43-9061.00



Description: Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures.

Other Resources:

[ONET Link](#)
[MyNextMove Link](#)

Sample of Reported Job Titles: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant

Job Zone

Title: 2 - Some Preparation Needed

Education: Usually require a high school diploma.

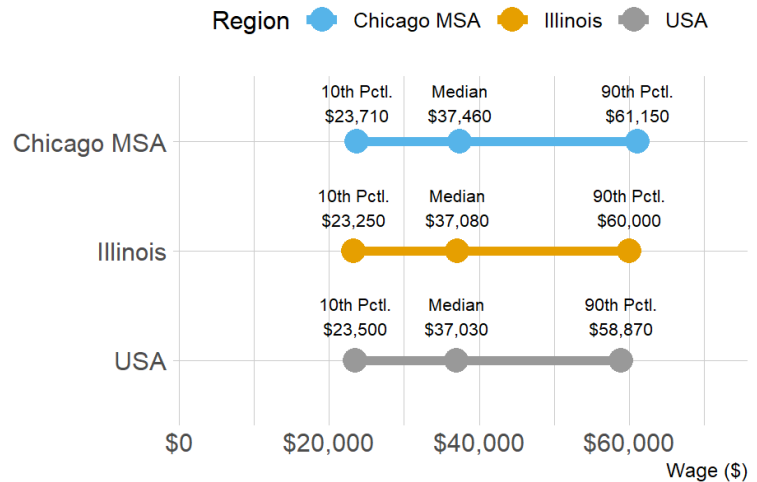
Experience: Some previous work-related skill, knowledge, or experience is needed.

Training: A few months to one year of working with experienced employees needed. A recognized apprenticeship program may be associated with these occupations.

Core Certifications: Nationally Certified Medical Office Assistant

Hot Technologies: Adobe Systems Adobe Acrobat, Adobe Systems Adobe InDesign, ADP Workforce Now, Database software, Facebook, Google Docs, Google Drive

Region	Employment	Location Quotient	Median Wage
Chicago MSA	104,770	1.35	\$37,460
Illinois	146,190	1.42	\$37,080
USA	2,578,180	—	\$37,030



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Hourly or more

91

Answer telephones, direct calls, and take messages.

Hourly or more

87

Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.

Daily

86

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Daily

81

Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Daily

80