

General Office Clerks

SOC: 43-9061 • Career Profile Report

■ Key Facts

\$43,630 Median Salary	177,800 Employment	-7.0% Growth Rate
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■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Medium Risk - 45.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

8.6/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Customer-service skills, Detail oriented, Organizational skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

General Office Clerks typically perform the following tasks: • Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. • Answer telephones, direct calls, and take messages. • Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints. • Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. • Compile, copy, sort, and file records of office activities, business transactions, and other activities. • Review files, records, and other documents to obtain information to respond to requests. • Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. • Compute, record, and proofread data and other information, such as records or reports. • Complete work schedules, manage calendars, and arrange appointments. • Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters. • Inventory and order materials, supplies, and services. • Deliver messages and run errands. • Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions. • Complete and mail bills, contracts, policies, invoices, or checks. • Process and prepare documents, such as business or government forms and expense reports. • Monitor and direct the work of lower-level clerks. • Prepare meeting agendas, attend meetings, and record and transcribe minutes. • Train other staff members to perform work activities, such as using computer applications. • Count, weigh, measure, or organize materials. • Troubleshoot problems involving office equipment, such as computer hardware and software.