

# Clerks



Clerks are methodical and concise, and pay attention to detail, skills needed to accurately perform administrative and clerical duties. They work in a variety of settings, such as offices, retail stores, or banks. They may prepare and file documents, take payments, answer telephones, or answer customer questions.

## Conventional - Enterprising

Occupation by Entry-Level Education	Entry Wage	Median Wage	Job Openings *
<b>Associate's degree</b>			
Human Resources Assistants, Except Payroll and Timekeeping	\$34,332	\$43,299	68
<b>Some college, no degree</b>			
Order Clerks	\$30,271	\$43,400	39
<b>High school diploma or equivalent</b>			
Executive Secretaries and Executive Administrative Assistants	\$48,691	\$61,647	123
Financial Clerks, All Other	\$22,101	\$43,699	8
Gambling Dealers	\$18,223	\$18,303	<b>45</b>
Hotel, Motel, and Resort Desk Clerks	\$25,877	\$29,125	<b>173</b>
Information and Record Clerks, All Other	\$30,321	\$43,763	30
Insurance Claims and Policy Processing Clerks	\$37,242	\$48,040	118
Interviewers, Except Eligibility and Loan	\$33,413	\$37,920	154
Legal Secretaries and Administrative Assistants	\$31,186	\$47,640	43
Loan Interviewers and Clerks	\$35,296	\$47,531	84
New Accounts Clerks	\$34,127	\$38,407	29
Office and Administrative Support Workers, All Other	\$17,176	\$21,596	<b>46</b>
Office Clerks, General	\$29,536	\$39,959	1,890
Payroll and Timekeeping Clerks	\$39,435	\$48,784	57
Procurement Clerks	\$31,950	\$39,250	22
Production, Planning, and Expediting Clerks	\$39,605	\$55,141	<b>139</b>
Receptionists and Information Clerks	\$24,445	\$34,249	601
Reservation and Transportation Ticket Agents and Travel Clerks	\$27,508	\$30,180	<b>30</b>
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$29,599	\$38,047	994
Switchboard Operators, Including Answering Service	\$25,999	\$35,248	23
Tax Preparers	\$30,083	\$48,567	45
Word Processors and Typists	\$30,632	\$36,589	5
<b>No formal educational credential</b>			
Counter and Rental Clerks	\$26,001	\$37,287	<b>266</b>

\* Bolded numbers indicate occupations with a **Very Favorable Job Outlook**

n = Data not available

Data Sources:

- 2021 Occupational Employment & Wages
- Occupational Employment Projections, 2020-2030

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