

MAJOR GROUP 5

CLERKS

CLERKS gather, record, order, transform, store and transmit information on paper or electronic media. These tasks require moderate literacy and numeracy.

Occupations in this major group have a level of skill commensurate with Years 11-12 at secondary school and 6 months on-the-job training.

Tasks performed by Clerks typically include typing, stenography and other secretarial tasks; operating data processing and business machines and telephone switchboards; producing and recording financial and statistical information; sorting, classifying, filing and despatching mail and other documents; recording details of production, transportation, storage and purchase of goods; providing information to the public; collecting debts and charity payments; assisting teachers; and keeping personnel records.

Occupations in this major group are classified into the following minor groups:

- 51 STENOGRAPHERS AND TYPISTS**
- 52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS**
- 53 NUMERICAL CLERKS**
- 54 FILING, SORTING AND COPYING CLERKS**
- 55 MATERIAL RECORDING AND DESPATCHING CLERKS**
- 56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS**
- 59 MISCELLANEOUS CLERKS**

MINOR GROUP 51 STENOGRAPHERS AND TYPISTS

STENOGRAPHERS AND TYPISTS produce printed documents using typewriters or word processing machines, take shorthand manually or by machine, and perform associated office duties for managerial staff.

Occupations in this minor group have a level of skill commensurate with a 1 year shorthand/typing certificate and 3 months on-the-job training.

Tasks performed by Stenographers and Typists typically include taking dictated correspondence and verbatim transcripts of meetings and legal proceedings in shorthand (manually or using a machine); typing correspondence, briefing notes, reports and other documents using typewriters, telex and word processing equipment; proofreading and correcting copy; editing and printing documents on word processors; receiving, distributing and preparing replies to less important correspondence; screening phone calls and visitors for managerial staff; arranging meetings and travel for managerial staff; and maintaining filing systems.

Occupations in this minor group are classified into the following unit groups:

- 5101 OFFICE SECRETARIES AND STENOGRAPHERS**
- 5103 TYPISTS AND TYPIST-CLERKS**
- 5105 WORD PROCESSING OPERATORS**

5101 OFFICE SECRETARIES AND STENOGRAPHERS

OFFICE SECRETARIES AND STENOGRAPHERS perform various organisational and clerical tasks in support of management, including taking shorthand, typing and filing and make shorthand records of court and parliamentary proceedings either manually or by machine. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a 1-2 year shorthand/typing certificate or a diploma in secretarial studies or court reporting.

TASKS include:

- taking dictation
- receiving and distributing incoming correspondence
- preparing and typing correspondence, briefing notes, memoranda and reports
- screening telephone calls and personal callers
- making appointments and travel arrangements
- maintaining a filing system
- taking shorthand transcripts of meetings, lectures, legal and parliamentary proceedings and reading out portions on request

OCCUPATIONS

- 5101-01 Supervisor, Office Secretaries and Stenographers**
- 5101-11 Office Secretary**
Personal Secretary (a)
Girl/Man Friday (s)
Legal Secretary (s)
Stenographic Secretary (s)
- 5101-13 Office Stenographer**
Shorthand-Typist (a)

5101-15 Court and Hansard Reporter

5103 TYPISTS AND TYPIST-CLERKS

TYPISTS AND TYPIST-CLERKS copy written, typed or recorded material using typewriters and dictation equipment, and perform clerical tasks. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a 3-12 month shorthand/typing certificate. 1-3 months on-the-job training is usual.

TASKS include:

- typing reports, letters, statistical tables and similar material, attending to layout
- proof-reading and correcting copy
- operating dictation equipment and typing recorded material heard through ear-phones
- filing records and reports
- sorting and distributing mail

OCCUPATIONS

- 5103-01 Supervisor, Typists and Typist-Clerks**
- 5103-11 Typist-Clerk**
- 5103-13 Typist**
Dictatypist (s)

5105 WORD PROCESSING OPERATORS

WORD PROCESSING OPERATORS type and edit documents on a word processing machine and print copies. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a 3-12 month shorthand/typing certificate. 3-6 months on-the-job training is usual.

TASKS include:

- typing standard letters, business forms and other documents into word processing machine
- planning proposed layout and format, or following same if pre-set
- altering, rearranging and editing recorded data
- operating associated printer

OCCUPATIONS

5105-01 Supervisor, Word Processing Operators

5105-11 Word Processing Operator

MINOR GROUP 52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS

DATA PROCESSING AND BUSINESS MACHINE OPERATORS operate electronic data processing and business machines to record, process, transmit and extract data and perform mathematical calculations.

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school and 1-6 months on-the-job training.

Tasks performed by Data Processing and Business Machine Operators typically include sorting documents containing information to be entered on computers and business machines; entering, verifying, editing and retrieving data using keyboards; operating business machines to perform mathematical calculations; transmitting and receiving messages and facsimiles of documents; and keeping records of calculations, and of transmissions made and received.

Occupations in this minor group are classified into the following unit groups:

5201 DATA PROCESSING MACHINE OPERATORS

5203 BUSINESS MACHINE OPERATORS

5201 DATA PROCESSING MACHINE OPERATORS

DATA PROCESSING MACHINE OPERATORS operate electronic equipment for data entry, processing and transmission. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 1-6 months on-the-job training is usual.

TASKS include:

- transcribing data from source material onto computer compatible storage devices
- selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data
- entering, editing and retrieving data on mainframe or other computers using keyboard
- correcting entered and transcribed data on visual display unit
- transmitting and receiving messages and facsimiles of documents, using electronic transmission equipment

OCCUPATIONS

- 5201-01 Supervisor, Data Processing Machine Operators**
Electronic Mail Controller (s)
- 5201-11 Computer Operator**
Computer Console Operator (s)
- 5201-13 Data Entry Operator**
Data Processing Operator (a)
Keyboard Operator-Assembler (s)
Remote Computer Terminal Operator (s)
Verifier Operator (s)
Visual Display Unit Operator (s)
- 5201-15 Data Transceiver Operator**
Electronic Mail Operator (s)
- 5201-99 Data Processing Machine Operators nec**

Cryptographic Machine Operator (s)

RELATED OCCUPATIONS

- 2805-13 Graphic Designer
4501-11 Compositor
5999-15 Classified Advertising Clerk

5203 BUSINESS MACHINE OPERATORS

BUSINESS MACHINE OPERATORS record and compute data using office business machines. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 1-2 months on-the-job training is usual.

TASKS include:

- sorting documents containing information to be entered
- performing mathematical calculations using accounting machine, calculator or other business machine
- recording results of mathematical calculations on forms or documents
- verifying entries and balances
- preparing periodic trial balances and other statistical information

OCCUPATIONS

- 5203-01 Supervisor, Business Machine Operators**
Supervisor, Bookkeeping Machine Operators (s)
- 5203-11 Business Machine Operator**
Accounting Machinist (s)
Comptometrist (s)
Ledger Machinist (s)

**MINOR GROUP 53
NUMERICAL CLERKS**

NUMERICAL CLERKS compile and record financial and statistical information for management, and process documents relating to financial transactions.

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school and 2-12 months on-the-job training.

Tasks performed by Numerical Clerks typically include recording and verifying summaries of financial transactions and operation costs; preparing reports of accounting activities for management; processing loan and insurance applications and claims, and accounts payable and receivable; despatching notices of insurance premiums and other payments due; advising policy and account holders on technical matters; calculating wages and salaries; and compiling tables, charts and graphs of statistical information.

Occupations in this minor group are classified into the following unit groups:

- 5301 ACCOUNTING CLERKS**
- 5303 INSURANCE AND BROKING CLERKS**
- 5305 STATISTICAL AND ACTUARIAL CLERKS**

5301 ACCOUNTING CLERKS

ACCOUNTING CLERKS record financial information for management. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for some occupations in this unit group is a 2 year para-professional certificate; previous experience of 2-5 years in clerical or banking duties may also be required for some occupations. 1-12 months on-the-job training is usual.

TASKS include:

- recording and compiling summaries of financial transactions, wage and salary deductions and variations, and operation and production costs
- processing loan applications, accounts payable and accounts receivable
- calculating wages and salaries from payroll records, payments received, expenditure and standard costs
- verifying recorded transactions and reporting irregularities to management
- preparing reports of accounting activities, financial statements and customer's credit rating
- compiling and distributing wages and salaries

OCCUPATIONS

- 5301-01 Supervisor, Accounting Clerks**
Supervisor, Payroll Clerks (s)
- 5301-11 Bookkeeper**
- 5301-13 Accounts Clerk**
Audit Clerk (s)
Claims Clerk (s)
Investment Accounting Clerk (s)
Invoice Clerk (s)
Warranty Clerk (s)
- 5301-15 Payroll Clerk**
Pay Clerk (a)
Paymaster/mistress (s)

5301-17 Branch Accountant (Financial Institution)
Bank Accountant (s)

5301-19 Credit Officer
Loans Clerk (s)
Loans Officer (s)

5301-21 Cost Clerk

RELATED OCCUPATIONS

- 1301 Finance Managers
- 2701 Accountants
- 6401 Tellers

5303 INSURANCE AND BROKING CLERKS

INSURANCE AND BROKING CLERKS record insurance and stockbroking transactions, and process related documents. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for some occupations in this unit group is a 2 year para-professional certificate. 2-12 months on-the-job training is usual.

TASKS include:

- processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- despatching notices of premiums due and relevant forms concerning conservation or transfer of insurance
- advising agents or policy holders on technical matters relating to individual cases
- recording stock transfer documents received from clients or other stockbroking firms
- checking validity of documents and forwarding documents to company's share register
- claiming accruing dividends and new stock issues

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GROUP DEFINITIONS

OCCUPATIONS

- 5303-01 Supervisor, Insurance and Broking Clerks
- 5303-11 Insurance Clerk
Health Insurance Assessor (s)
Superannuation Fund Clerk (s)
- 5303-13 Stockbroking Clerk
Scrip Clerk (Stockbroking) (a)

5305 STATISTICAL AND ACTUARIAL CLERKS

STATISTICAL AND ACTUARIAL CLERKS compile and tabulate statistical information. They may supervise the occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 3-12 months on-the-job training is usual.

TASKS include:

- calculating actuarial and other statistical data
- compiling tables, charts and graphs of statistical information from source materials and calculations
- updating relevant computer files
- preparing actuarial or statistical statutory returns

OCCUPATIONS

- 5305-01 Supervisor, Statistical and Actuarial Clerks
- 5305-11 Statistical Clerk
- 5305-13 Actuarial Clerk

MINOR GROUP 54 FILING, SORTING AND COPYING CLERKS

FILING, SORTING AND COPYING CLERKS arrange mail, documents and other items containing information into categories and copy information for storage and despatch.

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school and 1-6 months on-the-job training.

Tasks performed by Filing, Sorting and Copying Clerks typically include sorting documents and mail and placing on appropriate files or shelves or in sorted bundles for delivery; maintaining registers of files, of items for filing, shelving or distribution, and of filed or shelved items; opening and closing files; retrieving items on request; issuing library items to borrowers and recording details; delivering items to despatch area; and operating photocopying or duplicating equipment to copy and collate documents in bulk quantities.

Occupations in this minor group are classified into the following unit groups:

5401 LIBRARY AND FILING CLERKS

5403 MAIL SORTERS

5499 OTHER FILING, SORTING AND COPYING CLERKS.

5401 LIBRARY AND FILING CLERKS

LIBRARY AND FILING CLERKS classify, sort and file publications, documents, correspondence and audio-visual material in libraries and offices. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 1-6 months on-the-job training is usual.

TASKS include:

- placing documents on files, and files in drawers
- sorting, cataloguing and maintaining index cards for library items, cards, correspondence, invoices, receipts and other materials according to established procedures and classification systems
- maintaining a register of materials for filing, shelving, storage or distribution
- locating and retrieving materials on request
- issuing library items to borrowers
- recording identification details, removal and return of materials
- labelling file covers and containers with correct code

OCCUPATIONS

5401-01 Supervisor, Library and Filing Clerks

5401-11 Library Assistant
Library Attendant (a)
Computer Tape Librarian (s)

5401-13 Filing Clerk
Registry Clerk (s)

RELATED OCCUPATIONS

2911 Librarians

5403 MAIL SORTERS

MAIL SORTERS receive, sort and despatch mail at sorting centres. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 2-3 months on-the-job training is usual.

TASKS include:

- receiving and checking incoming mail
- sorting and distributing mail according to categories and destination
- recording and processing registered and special articles
- wrapping, bundling and bagging mail
- transporting mail to dock area

OCCUPATIONS

5403-01 Supervisor, Mail Sorters
Overseer (Mails) (s)

5403-11 Mail Sorter

RELATED OCCUPATIONS

5605-13 Postman/woman

5499 OTHER FILING, SORTING AND COPYING CLERKS

This unit group covers occupations not elsewhere classified in Minor Group 54, Filing, Sorting and Copying Clerks.

SKILL LEVEL

The entry requirement for this unit group is

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GROUP DEFINITIONS

completion of years 11-12 at secondary school. 1 month on-the-job training is usual.

OCCUPATIONS

5499-11 Other Filing, Sorting and Copying Clerks
Photocopying and Duplicating Clerk (s)

MINOR GROUP 55 MATERIAL RECORDING AND DESPATCHING CLERKS

MATERIAL RECORDING AND DESPATCHING CLERKS keep records of goods produced, transported, purchased and issued to staff, and of freight vehicles and destinations, to ensure that quotas are met and orders are filled correctly.

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school and 3 months on-the-job training.

Tasks performed by Material Recording and Despatching Clerks typically include arranging and recording details of storage, despatch and shipment of goods; checking goods against inventories, invoices and orders; recording defects and damage in goods, and items missing; checking that schedules and production quotas are met and reporting problems; and ordering new supplies.

Occupations in this minor group are classified into the following unit groups:

- 5501 PRODUCTION RECORDING CLERKS**
- 5503 TRANSPORT RECORDING AND DESPATCHING CLERKS**
- 5505 STOCK AND PURCHASING CLERKS**

5501 PRODUCTION RECORDING CLERKS

PRODUCTION RECORDING CLERKS estimate production schedules and record work-flow and receipt, production, transfer and despatch of materials and products in manufacturing plants and other commercial establishments. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 3-12 months on-the-job training is usual.

TASKS include:

- examining orders and compiling data for production schedules
- checking inventories
- recording number and kind of defects, unsatisfactory materials and products
- signing tally sheets and attaching to checked items
- examining containers to ensure that they are filled to specified level and marking them for identification purposes
- checking attainment of production quotas
- maintaining production records and compiling reports

OCCUPATIONS

- 5501-01 Supervisor, Production Recording Clerks**
- 5501-11 Production Scheduling Clerk**
Schedule Clerk (a)
Programme Arranger (s)
Radio Traffic Scheduler (s)
- 5501-13 Production Tally Clerk**
Production Recorder (a)

5503 TRANSPORT RECORDING AND DESPATCHING CLERKS

TRANSPORT RECORDING AND DESPATCHING CLERKS check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 2-3 months on-the-job training is usual.

TASKS include:

- recording numbers and details of articles as called out by wharf workers and signing tally sheets
- checking and recording defects or deficiencies of goods
- arranging distribution and despatch of goods received and notifying authorities or addressees of despatch
- preparing and checking documents, maintaining records of receipts and despatches
- checking availability of cargo space and arranging bookings on behalf of customers
- notifying addressees of shipment details and clearance requirements and authorising collection of cargo from the dock
- maintaining records of import and export transactions

OCCUPATIONS

- 5503-01 Supervisor, Transport Recording and Despatching Clerks**
- 5503-11 Receiving and Despatching Clerk**
Freight Clerk (a)
Transport Clerk (a)
Aircraft Load Controller (s)
Circulation Representative (s)
Container Loading Clerk (s)

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GROUP DEFINITIONS

Distribution Clerk (s)
Freight Traffic Controller (s)
Shipping Clerk (s)
Truck Despatcher (s)

5503-13 Import-Export Clerk
Bond Clerk (s)
Customs Agent (s)
Customs Clerk (s)
Wharf Tally Clerk (s)

5503-15 Radio Despatcher

5503-99 Transport Recording and Despatching Clerks nec
Delivery Clerk (s)
Railway Number Taker (s)

RELATED OCCUPATIONS

8909-15 Wharf Labourer

5505 STOCK AND PURCHASING CLERKS

STOCK AND PURCHASING CLERKS prepare purchase orders, receive, store and issue stocks and maintain records. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 3 months on-the-job training is usual.

TASKS include:

- assessing current stock to determine need for purchase order
- issuing supplies from stock
- preparing inventories and requisitioning material
- checking supply invoices against purchase orders
- compiling reports on stock-handling equipment, adjustments to inventories, spoilage or damage to stock, location changes or refusals of shipments
- pricing goods or estimating costs
- storing or shelving articles

OCCUPATIONS

5505-01 Supervisor, Stock and Purchasing Clerks

5505-11 Stock Clerk
Stores Clerk (a)
Inventory Clerk (s)
Supply Clerk (s)

5505-13 Purchasing Clerk
Procurement Clerk (a)

5505-15 Order Clerk
Mail Order Clerk (s)

RELATED OCCUPATIONS

3913 Procurement Officers

MINOR GROUP 56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS

RECEPTIONISTS, TELEPHONISTS AND MESSENGERS facilitate communication and contact between parties by delivering postal items and messages, establishing telephone connections and arranging access to the personnel and facilities of an establishment.

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school and 1-12 months on-the-job training.

Tasks performed by Receptionists, Telephonists and Messengers typically include answering inquiries from, and providing information about the establishment's facilities and services, to customers, clients, guests and patients at reception, inquiry and admission desks or over the telephone; arranging appointments for clients, registering guests, booking and connecting domestic and international telephone calls; reporting difficulties experienced by users of services to technical staff; alerting emergency services on behalf of callers; and delivering mail, other documents and messages.

Occupations in this minor group are classified into the following unit groups:

5601 RECEPTIONISTS AND INFORMATION CLERKS

5603 TELEPHONISTS

5605 MESSENGERS AND DELIVERY OFFICERS

5601 RECEPTIONISTS AND INFORMATION CLERKS

RECEPTIONISTS AND INFORMATION CLERKS provide information on the services or goods offered by the establishment and arrange for the public to use such services and goods.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 1-12 months on-the-job training is usual.

TASKS include:

- answering inquiries and providing information on the services or goods offered by the establishment
- supplying information pamphlets, brochures, standard forms or hospital admission forms
- referring clients to appropriate expert or adviser
- directing customers to the location of required merchandise in retail establishments
- arranging appointments between employer and clients, customers or patients
- arranging registration of hotel or motel guests, or admission of hospital patients
- calculating accounts and forwarding accounts to hospital accounts department, or receiving payment for accounts from hotel or motel guests
- recording details of inquiries, appointments, reservations or hospital admissions
- distributing messages

OCCUPATIONS

5601-11 Receptionist
Appointments Clerk (a)

5601-13 Inquiry Clerk
Inquiry Officer (a)
Complaints Clerk (s)
Customer Service Officer (s)

Information Desk Clerk (s)

5601-15 Admissions Clerk
Hospital Admitting Clerk (a)
Hospital Ward Clerk (s)

5603 TELEPHONISTS

TELEPHONISTS operate public and private telephone switchboards to assist callers in establishing telephone connections and to relay incoming, outgoing and inter-office calls. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 3-10 weeks on-the-job training is usual.

TASKS include:

- operating switchboard to connect and disconnect telephone calls
- talking to callers to ascertain requirements and provide information on operating systems
- informing callers about phone numbers, dialling codes, national traffic levels, international costs and time delays
- alerting emergency services in cases of fire, crime or accident
- investigating nature and extent of problems in operating systems
- informing maintenance services of faults and informing callers about resulting service difficulties

OCCUPATIONS

5603-01 Supervisor, Telephonists

5603-11 Telephonist

Telephone Operator (a)
 Manual Assistant (Telecom) (s)
 Phonogram Operator (s)
 Switchboard Operator (s)

5605 MESSENGERS AND DELIVERY OFFICERS

MESSENGERS AND DELIVERY OFFICERS deliver goods, documents, messages, mail and other items. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 2 weeks to 18 months on-the-job training is usual. Relevant government departments may require postal delivery officers to be licensed.

TASKS include:

- sorting items for delivery
- delivering mail, parcels, telegrams, documents and other items to customers or mail boxes
- collecting signatures and charges from customers
- receiving orders for deliveries from customers
- issuing and collecting receipts for pick-up and delivery items

OCCUPATIONS

5605-01 Supervisor, Messengers and Delivery Officers
 Supervisor, Postmen/women (s)

5605-11 Messenger
 Copy Boy/Girl (s)
 Despatch Rider (Army) (s)

5605-13 Postman/woman

RELATED OCCUPATIONS

5403 Mail Sorters
 5909-13 Postal Officer
 7105-11 Delivery Driver

MINOR GROUP 59 MISCELLANEOUS CLERKS

This residual minor group covers all occupations in Major Group 5, Clerks which are not included in Minor Groups 51-56 above.

Occupations in this minor group are classified into the following unit groups:

- 5901 COLLECTION CLERKS**
- 5903 TEACHERS' AIDES**
- 5905 PERSONNEL CLERKS**
- 5907 LEGAL AND RELATED CLERKS**
- 5909 POSTAL CLERKS AND OFFICERS**
- 5999 OTHER CLERKS**

5901 COLLECTION CLERKS

COLLECTION CLERKS collect payments and perform clerical duties associated with debt collection.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school and 1-2 years clerical experience. 2 months on-the-job training is usual.

TASKS include:

- telephoning or writing to customers to collect money or arranging later payment
- checking lists and making enquiries to trace addresses of customers
- recommending legal action when payment cannot be otherwise obtained
- recording amounts collected, noting requirement for further action

OCCUPATIONS

- 5901-11 Debt Collector**
Collection Agent (s)
- 5901-99 Collection Clerks nec**
Charity Collection Clerk (s)

5903 TEACHERS' AIDES

TEACHERS' AIDES perform non-teaching and preparatory duties to assist teaching staff in schools.

SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-3 months on-the-job training is usual.

TASKS include:

- preparing stencils and duplicates and collating copies
- distributing and collecting lesson material
- maintaining records of distribution of materials
- administering minor first aid

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- assisting in controlling and caring for pupils at school functions and excursions
- preparing teaching aids and equipment
- ordering stocks and replenishing standard items

OCCUPATIONS

- 5903-11 Teachers' Aide**
Teachers' Assistant (a)

5905 PERSONNEL CLERKS

PERSONNEL CLERKS advertise for, interview and assess the suitability of persons for employment with a particular organisation, and maintain personnel records of employees.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 2-6 months on-the-job training is usual.

TASKS include:

- preparing selection criteria and duty statements
- organising advertising, interviewing and staff selection
- interviewing applicants, recording details and notifying applicants of interview results
- establishing file on employment history and qualifications of applicants
- updating salary, superannuation, taxation and leave records and recording promotions and transfers
- informing supervisors/management and employees of events requiring action
- preparing rosters
- conducting correspondence and answering queries

OCCUPATIONS

- 5905-11 Personnel Records Clerk**
Roster Clerk (s)
- 5905-13 Employment Office Clerk**

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GROUP DEFINITIONS

RELATED OCCUPATIONS

2705 Personnel Specialists
5301-15 Payroll Clerk

5907 LEGAL AND RELATED CLERKS

LEGAL AND RELATED CLERKS provide administrative support to legal professionals by performing clerical work associated with the functions of a court or legal practice.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 1 year on-the-job training is usual.

TASKS include:

- listing court actions, collecting moneys and maintaining court records
- issuing and filing court documents
- serving legal orders and documents
- repossessing property
- assisting solicitor in conveyancing, probate, common law and drafting of contracts
- advising staff and public on court procedures and rules

OCCUPATIONS

5907-11 Clerk of Court
Magistrate's Clerk (s)

5907-13 Law Clerk
Legal Clerk (a)
Conveyancing Clerk (s)
Title Searcher (s)

5907-15 Court Orderly
Court Attendant (a)
Court Usher (s)
Tipstaff (s)

5907-99 Legal and Related Clerks nec
Bailliff (s)
Sheriff (s)
Sheriff's Officer (s)
Trust Officer (s)

5909 POSTAL CLERKS AND OFFICERS

POSTAL CLERKS AND OFFICERS perform sorting, clerical and sales functions at post offices.

SKILL LEVEL

The entry requirement for this unit group is completion of years 11-12 at secondary school. 2-8 months on-the-job training is usual.

TASKS include:

- sorting mail for post office boxes and for despatch to mail centres
- selling stamps, postal goods and money orders over the counter
- maintaining records of counter and financial transactions including telephone account payments
- acting as savings bank agent

- checking records and compiling mail statistics
- accepting telegrams and registered mail

OCCUPATIONS

5909-11 Postal Clerk
5909-13 Postal Officer

RELATED OCCUPATIONS

5403 Mail Sorters
5605-13 Postman/woman
6401 Tellers

5999 OTHER CLERKS

This unit group covers occupations not elsewhere classified in Minor Group 59, Miscellaneous Clerks.

OCCUPATIONS

5999-11 Meter Reader
Meter Records Clerk (s)

5999-13 Proof Reader

5999-15 Classified Advertising Clerk

5999-17 Bookmaker's Clerk
Penciller (a)
Bagman/woman (s)

5999-19 Market Research Interviewer
Survey Interviewer (a)

5999-99 Clerks nec
Parking Inspector (s)
Stamp Classifier (s)