## Word Processors and Typists 43-9022.00





**Description:** Use word processor, computer, or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

## Other Resources:

ONET Link
MyNextMove Link

Sample of Reported Job Titles: Clerk Specialist, Clerk Typist, Keyboard Specialist

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Title: 2 - Some Preparation Needed

Education: Usually require a high school

diploma.

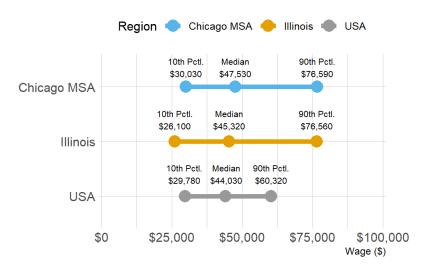
**Experience:** Some previous work-related skill, knowledge, or experience is needed

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

Hot Technologies: Adobe Systems Adobe Acrobat, IBM Notes, Intuit QuickBooks, Microsoft Access, Microsoft Office Suite, Microsoft SharePoint, Oracle PeopleSoft





## Importance (out of 100)

Frequency

## Top 5 Core Tasks According to Current Job Holders

Perform other clerical duties, such as answering telephone, sorting and distributing mail, running errands or sending faxes.	Hourly or more	88
Check completed work for spelling, grammar, punctuation, and format.	Daily	86
File and store completed documents on computer hard drive or disk, or maintain a computer filing system to store, retrieve, update, and delete documents.	Daily	84
Print and make copies of work.	Daily	83
Transmit work electronically to other locations.	Daily	82