

File Clerks 43-4071.00



Description: File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

Other Resources:

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

Sample of Reported Job Titles: Claims Clerk, Clerk, Documentation Specialist

Job Zone

Title: 2 - Some Preparation Needed

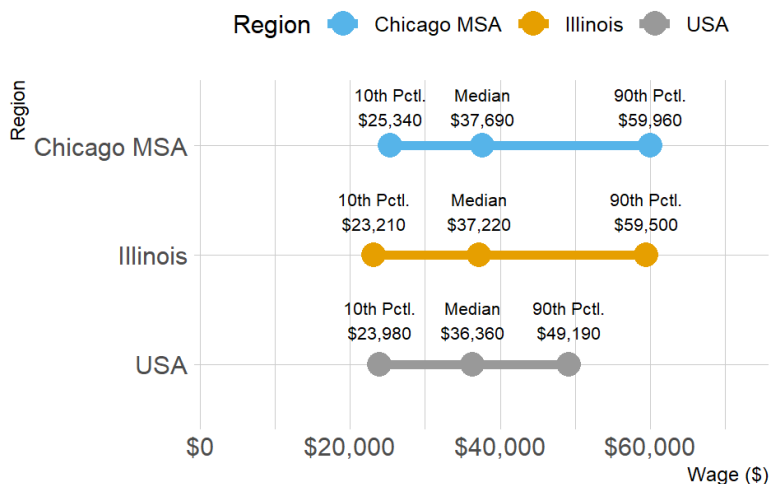
Education: Usually require a high school diploma.

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.

Hot Technologies: Adobe Systems Adobe Acrobat, Intuit QuickBooks, Microsoft Access, Microsoft Office Suite, Microsoft SharePoint

| Region | Employment | Location Quotient | Median Wage |
|-------------|------------|-------------------|-------------|
| Chicago MSA | 3,300 | 1.29 | \$37,690 |
| Illinois | 4,260 | 1.25 | \$37,220 |
| USA | 85,460 | — | \$36,360 |



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Scan or read incoming materials to determine how and where they should be classified or filed.

Daily

88

Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval.

Daily

86

Perform general office activities, such as typing, answering telephones, operating office machines, processing mail, or securing confidential materials.

Daily

86

Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.

Daily

83

Answer questions about records or files.

Daily

82