

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

Job Zone

Title: 2 - Some Preparation Needed

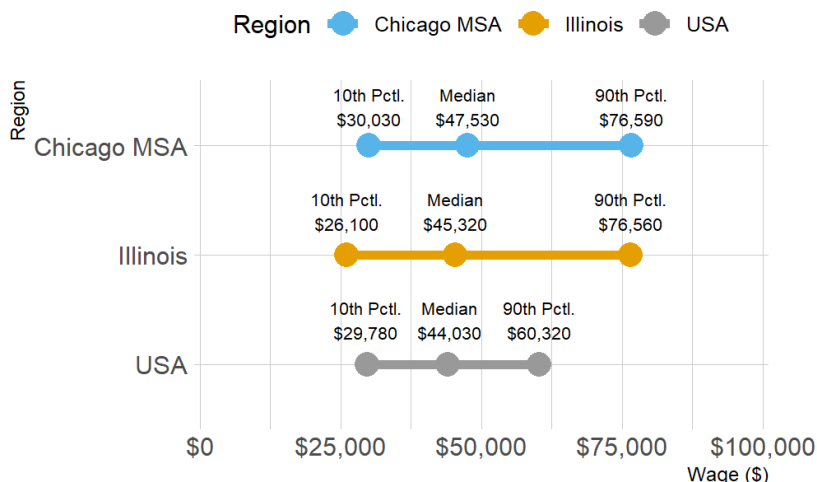
Education: Usually require a high school diploma.

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, IBM Notes, Intuit QuickBooks, Microsoft Access, Microsoft Office Suite, Microsoft SharePoint, Oracle PeopleSoft

Region	Employment	Location Quotient	Median Wage
Chicago MSA	330	0.26	\$47,530
Illinois	460	0.27	\$45,320
USA	41,930	—	\$44,030



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

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