



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Payroll and Timekeeping Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Payroll and Timekeeping Clerks	43-3051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					93						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level		95	Level		94						
			Level		88						
Gaps To Narrow if Possible			Upgrade These Skills		Knowledge to Add						
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Mathematical Reasoning	48	4	68	Active Learning	68	9	77	Customer and Personal Service	66	20	79
				Active Listening	66	5	77				
LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Payroll and Timekeeping Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Importance
Information Ordering	48	46	75
Oral Comprehension	64	53	68
Oral Expression	66	57	68
Problem Sensitivity	51	41	68
Mathematical Reasoning	44	48	68
Deductive Reasoning	69	50	65
Near Vision	60	57	65
Written Comprehension	60	55	62
Speech Recognition	50	39	62
Speech Clarity	42	39	62
Written Expression	60	44	56



Inductive Reasoning	57	44	53
Selective Attention	37	37	53
Category Flexibility	57	41	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Importance
Active Listening	61	66	77
Active Learning	59	68	77

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Importance
Customer and Personal Service	46	66	79

### Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
6-8 years	0%	6%	Post-Masters Cert	0%	0%
4-6 years	29%	1%	Master's Degree	0%	0%
2-4 years	23%	32%	Post-Bachelor Cert	2%	0%
1-2 years	0%	25%	Bachelors	33%	8%
6-12 months	18%	17%	AA or Equiv	2%	3%
3-6 months	22%	5%	Some College	41%	28%
1-3 months	0%	1%	Post-Secondary Certificate	7%	16%
0-1 month	0%	0%	High School Diploma or GED	11%	41%
None	0%	10%	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Payroll and Timekeeping Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

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Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

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Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

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Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

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### Tasks

#### Purchasing Agents, Except Wholesale, Retail, and Farm Products

##### Core Tasks

##### Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

##### Specific Tasks

##### Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or

#### Payroll and Timekeeping Clerks

##### Core Tasks

##### Generalized Work Activities:

- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

##### Specific Tasks

##### Occupation Specific Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay period.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports,



manual records of items purchased, costs, delivery, product performance, and inventories.

- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations

and reconcile issued payrolls to bank statements.

- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Detailed Tasks

Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms
- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Tools - Examples

- 10-key calculators
- Desktop computers
- Computer terminals
- Personal computers



- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

### Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Difference
Median Wage	\$ 45,210	\$ 30,470	\$( 14,740)
10th Percentile Wage	\$ 31,440	\$ 22,470	\$( 8,970)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 35,970	\$( 21,600)
90th Percentile Wage	\$ 72,070	\$ 40,700	\$( 31,370)
Mean Wage	\$ 48,120	\$ 31,260	\$( 16,860)
Total Employment - 2041	920	650	-270
Employment Base - 2006	995	672	-323
Projected Employment - 2050	974	649	-325
Projected Job Growth - 2006-2050	-2.1 %	-3.4 %	-1.3 %
Projected Annual Openings - 2006-2050	21	17	-4
Special			

Special Occupations:  Maine High Wage - In Demand

### National Job Posting Trends



Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Payroll and Timekeeping Clerks



Data from [Indeed](http://Indeed.com)

**Programs**

Related Programs

Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
University of Maine at Machias	9 O'Brien Ave	Machias	<a href="http://www.ummaine.edu">www.ummaine.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

**Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products**

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21	



13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5	
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2	
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12	
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29	
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4	
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58	
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10	
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44	★
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113	
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13	
11-3041.00	Compensation and Benefits Managers	84	3	200	\$68,560.00	\$23,350.00	2%	5	
13-2011.02	Auditors	84	4	3,250	\$48,110.00	\$2,900.00	11%	113	

Special Occupations: ★ Maine High Wage - In Demand

Top Industries for Payroll and Timekeeping Clerks					
Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	8.45%	18,059	23,560	30.46%
Management of companies and enterprises	551100	5.64%	12,037	12,489	3.75%
Local government, excluding education and hospitals	939300	5.51%	11,780	11,910	1.10%
Employment services	561300	4.85%	10,350	11,790	13.91%
Elementary and secondary schools, public and private	611100	4.67%	9,971	9,457	-5.16%



General medical and surgical hospitals, public and private	622100	2.25%	4,805	4,788	-0.36%
Automobile dealers	441100	2.21%	4,730	4,830	2.10%
Nursing care facilities	623100	2.13%	4,543	4,444	-2.19%
Plumbing, heating, and air-conditioning contractors	238220	1.61%	3,441	3,497	1.63%
Federal government, excluding postal service	919999	1.57%	3,355	2,855	-14.92%
Colleges, universities, and professional schools, public and private	611300	1.48%	3,152	3,173	0.69%
Electrical contractors	238210	1.43%	3,053	2,881	-5.63%
General freight trucking	484100	1.29%	2,750	2,800	1.80%
Other specialty trade contractors	238900	1.27%	2,711	2,697	-0.53%
Nonresidential building construction	236200	1.26%	2,700	2,723	0.84%

### Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Statement Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Statement Clerks	43-3021.01	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					90						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level		92	Level		91						
			Level		88						
Gaps To Narrow if Possible			Upgrade These Skills			Knowledge to Add					
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Selective Attention	39	2	53	Mathematics	80	18	73	Economics and Accounting	58	8	69
LEVEL and IMPT (IMPORTANCE) refer to the Target Statement Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Statement Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks	Importance
Oral Comprehension	64	48	65
Problem Sensitivity	51	41	62
Near Vision	60	50	62
Information Ordering	48	44	59
Speech Clarity	42	41	59
Written Comprehension	60	44	56
Oral Expression	66	51	56
Speech Recognition	50	41	56
Selective Attention	37	39	53
Written Expression	60	37	50
Deductive Reasoning	69	39	50
Inductive Reasoning	57	37	50



Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks	Importance
Mathematics	62	80	73

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks	Importance
Economics and Accounting	50	58	69

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
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0-1 month	0%	0%	High School Diploma or GED	11%	28%
None	0%	15%	No HSD or GED	0%	1%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Statement Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

2 - Job Zone Two: Some Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Tasks



## Purchasing Agents, Except Wholesale, Retail, and Farm Products

## Core Tasks

## Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

## Specific Tasks

## Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and

## Statement Clerks

## Core Tasks

## Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.

## Specific Tasks

## Occupation Specific Tasks:

- Answer mail and telephone inquiries regarding rates, routing, and procedures.
- Compile reports of cost factors, such as labor, production, storage, and equipment.
- Compute credit terms, discounts, shipment charges, and rates for goods and services in order to complete billing documents.
- Consult sources such as rate books, manuals, and insurance company representatives in order to determine specific charges and information such as rules, regulations, and government tax and tariff information.
- Contact customers in order to obtain or relay account information.
- Estimate market value of products or services.
- Keep records of invoices and support documents.
- Operate typing, adding, calculating, and billing machines.
- Perform bookkeeping work, including posting data and keeping other records concerning costs of goods and services and the shipment of goods.
- Prepare itemized statements, bills, or invoices; and record amounts due for items purchased or services rendered.
- Resolve discrepancies in accounting records.
- Review compiled data on operating costs and revenues in order to set rates.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital



demand, tracking market conditions, price trends, or futures markets.

- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

#### Detailed Tasks

##### Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts

records in order to compute fees and charges due.

- Track accumulated hours and dollar amounts charged to each client job in order to calculate client fees for professional services such as legal and accounting services.
- Type billing documents, shipping labels, credit memorandums, and credit forms, using typewriters or computers.
- Update manuals when rates, rules, or regulations are amended.
- Verify accuracy of billing data and revise any errors.

#### Detailed Tasks

##### Detailed Work Activities:

- answer customer or public inquiries
- compile data for financial reports
- complete patient bills
- compute financial data
- detect discrepancies on records or reports
- ensure correct grammar, punctuation, or spelling
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- maintain account records
- maintain balance sheets
- maintain inventory of office forms
- maintain records, reports, or files
- operate business machines
- prepare billing statements
- prepare cost estimates
- prepare reports
- process account invoices
- reconcile or balance financial records
- resolve customer or public complaints
- use accounting or bookkeeping software
- use accounting terminology
- use computers to enter, access or retrieve data
- use spreadsheet software
- use telephone communication techniques
- use word processing or desktop publishing software
- verify data from invoices to ensure accuracy
- write business correspondence



- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

### Labor Market Comparison

Maine Department of Labor.

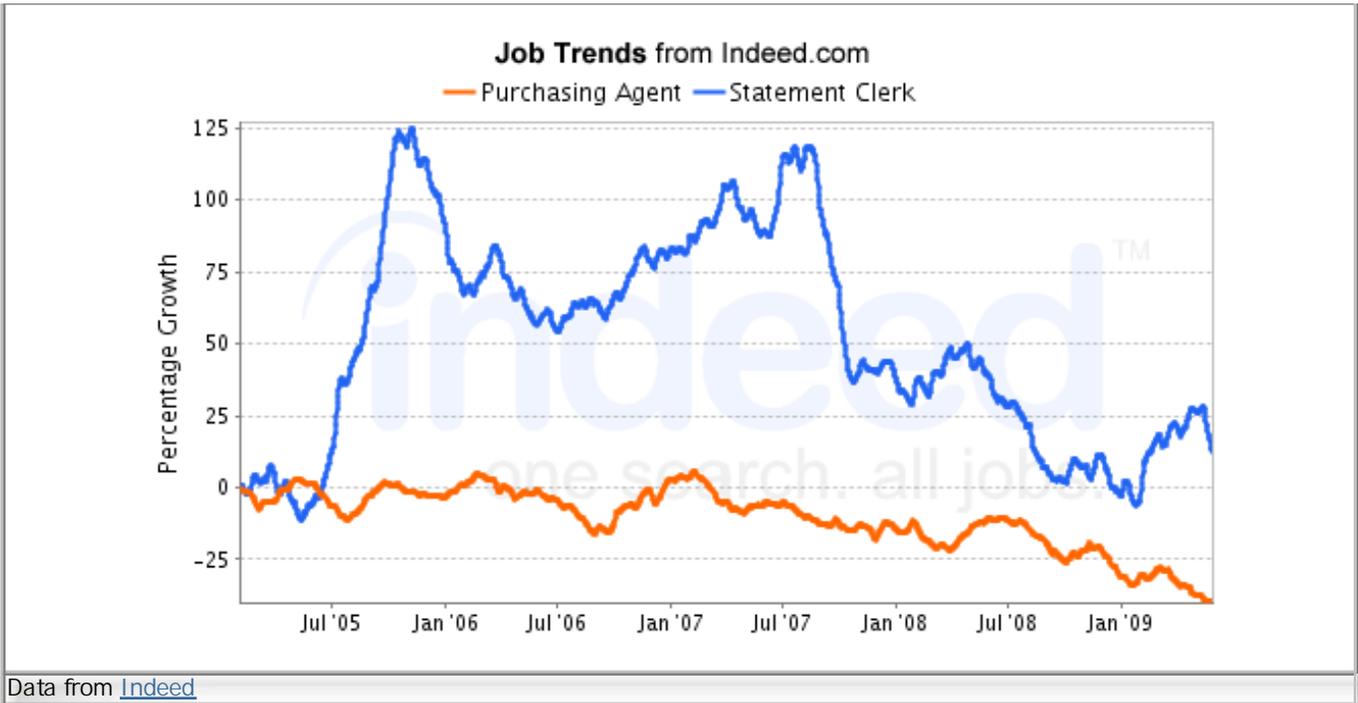
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Statement Clerks	Difference
Median Wage	\$ 45,210	\$ 27,580	\$(17,630)
10th Percentile Wage	\$ 31,440	\$ 20,390	\$(11,050)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 31,490	\$(26,080)
90th Percentile Wage	\$ 72,070	\$ 36,570	\$(35,500)
Mean Wage	\$ 48,120	\$ 27,790	\$(20,330)
Total Employment - 2041	920	1,990	1,070
Employment Base - 2006	995	2,045	1,050
Projected Employment - 2050	974	2,066	1,092
Projected Job Growth - 2006-2050	-2.1 %	1.0 %	3.1 %
Projected Annual Openings - 2006-2050	21	28	7
Special			

Special Occupations:

★ Maine High Wage - In Demand

### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Statement Clerks



Programs			
Related Programs			
<b>Accounting Technician</b>			
Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.			
Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
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<b>General Office/Clerical and Typing Services</b>			
General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.			
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## Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21	
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2	
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5	
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29	
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2	
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4	
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58	
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10	
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113	
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13	
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44	★
11-3041.00	Compensation and Benefits Managers	84	3	200	\$68,560.00	\$23,350.00	2%	5	
13-2011.02	Auditors	84	4	3,250	\$48,110.00	\$2,900.00	11%	113	

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Statement Clerks



Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Offices of physicians	621100	17.01%	92,153	104,488	13.39%
General medical and surgical hospitals, public and private	622100	7.79%	42,214	42,062	-0.36%
Accounting, tax preparation, bookkeeping, and payroll services	541200	5.93%	32,120	34,285	6.74%
Management of companies and enterprises	551100	3.94%	21,323	22,123	3.75%
Local government, excluding education and hospitals	939300	2.88%	15,598	15,770	1.10%
Offices of dentists	621200	1.79%	9,712	10,372	6.80%
Depository credit intermediation	522100	1.73%	9,371	8,599	-8.24%
Employment services	561300	1.57%	8,524	9,710	13.91%
General freight trucking	484100	1.53%	8,265	8,413	1.80%
Automobile dealers	441100	1.53%	8,304	8,478	2.10%
Office administrative services	561100	1.50%	8,120	9,266	14.11%
Legal services	541100	1.32%	7,148	7,066	-1.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.27%	6,896	7,235	4.91%
Self-employed workers, primary job	000601	1.26%	6,802	6,522	-4.12%
Home health care services	621600	1.24%	6,701	9,348	39.49%

### Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%

Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Billing, Posting, and Calculating Machine Operators

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Billing, Posting, and Calculating Machine Operators	43-3021.03	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS														
Grand TORQ:												90		
Ability TORQ				Skills TORQ				Knowledge TORQ						
Level				92	Level				91	Level				87
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add						
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt			
Number Facility	48	9	59	No Skills Upgrade Required!				Economics and Accounting	53	3	87			
Mathematical Reasoning	50	6	68											
Information Ordering	50	2	72											
<p>LEVEL and IMPT (IMPORTANCE) refer to the Target Billing, Posting, and Calculating Machine Operators. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Billing, Posting, and Calculating Machine Operators.</p>														

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Posting, and Calculating Machine Operators	Importance
Information Ordering	48	50	72
Oral Expression	66	57	68
Mathematical Reasoning	44	50	68
Near Vision	60	55	68
Oral Comprehension	64	53	65
Written Comprehension	60	53	62
Number Facility	39	48	59
Speech Recognition	50	44	59
Speech Clarity	42	41	59



Written Expression	60	50	56
Deductive Reasoning	69	53	56
Problem Sensitivity	51	42	53
Inductive Reasoning	57	44	53
Category Flexibility	57	42	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Posting, and Calculating Machine Operators	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Posting, and Calculating Machine Operators	Importance
Economics and Accounting	50	53	87

### Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Posting, and Calculating Machine Operators	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Posting, and Calculating Machine Operators
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	2%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	29%	0%	Master's Degree	0%	2%
2-4 years	23%	32%	Post-Bachelor Cert	2%	0%
1-2 years	0%	14%	Bachelors	33%	0%
6-12 months	18%	8%	AA or Equiv	2%	2%
3-6 months	22%	0%	Some College	41%	2%
1-3 months	0%	0%	Post-Secondary Certificate	7%	7%
0-1 month	0%	0%	High School Diploma or GED	11%	84%
None	0%	40%	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Billing, Posting, and Calculating Machine Operators

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

2 - Job Zone Two: Some Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.



Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

### Tasks

#### Purchasing Agents, Except Wholesale, Retail, and Farm Products

##### Core Tasks

##### Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

##### Specific Tasks

##### Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs

#### Billing, Posting, and Calculating Machine Operators

##### Core Tasks

##### Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.

##### Specific Tasks

##### Occupation Specific Tasks:

- Answer mail and telephone inquiries regarding rates, routing, and procedures.
- Compile reports of cost factors, such as labor, production, storage, and equipment.
- Compute credit terms, discounts, shipment charges, and rates for goods and services in order to complete billing documents.
- Consult sources such as rate books, manuals, and insurance company representatives in order to determine specific charges and information such as rules, regulations, and government tax and tariff information.
- Contact customers in order to obtain or relay account information.
- Estimate market value of products or services.
- Keep records of invoices and support documents.
- Operate typing, adding, calculating, and billing machines.
- Perform bookkeeping work, including posting data and keeping other records concerning costs of goods and services and the shipment of goods.
- Prepare itemized statements, bills, or invoices; and record amounts due for items purchased or services rendered.



manual records of items purchased, costs, delivery, product performance, and inventories.

- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing

- Resolve discrepancies in accounting records.
- Review compiled data on operating costs and revenues in order to set rates.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records in order to compute fees and charges due.
- Track accumulated hours and dollar amounts charged to each client job in order to calculate client fees for professional services such as legal and accounting services.
- Type billing documents, shipping labels, credit memorandums, and credit forms, using typewriters or computers.
- Update manuals when rates, rules, or regulations are amended.
- Verify accuracy of billing data and revise any errors.

Detailed Tasks

Detailed Work Activities:

- answer customer or public inquiries
- compile data for financial reports
- complete patient bills
- compute financial data
- detect discrepancies on records or reports
- ensure correct grammar, punctuation, or spelling
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- maintain account records
- maintain balance sheets
- maintain inventory of office forms
- maintain records, reports, or files
- operate business machines
- prepare billing statements
- prepare cost estimates
- prepare reports
- process account invoices
- reconcile or balance financial records
- resolve customer or public complaints
- use accounting or bookkeeping software
- use accounting terminology
- use computers to enter, access or retrieve data
- use spreadsheet software
- use telephone communication techniques
- use word processing or desktop publishing software
- verify data from invoices to ensure accuracy
- write business correspondence



- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
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### Labor Market Comparison

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Special			

Special Occupations:  Maine High Wage - In Demand



### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Billing, Posting, and Calculating Machine Operators



Data from [Indeed](http://Indeed.com)

### Programs

#### Related Programs

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Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Bookkeeping, Accounting, and Auditing Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:								90			
Ability TORQ			Skills TORQ				Knowledge TORQ				
Level			89	Level			90	Level			91
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Perceptual Speed	41	15	56	Mathematics	83	21	80	Clerical	78	7	78
Number Facility	51	12	62								
Mathematical Reasoning	51	7	78								
Information Ordering	51	3	68								
Selective Attention	39	2	56								
<p>LEVEL and IMPT (IMPORTANCE) refer to the Target Bookkeeping, Accounting, and Auditing Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Bookkeeping, Accounting, and Auditing Clerks.</p>											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks	Importance
Near Vision	60	60	81
Mathematical Reasoning	44	51	78
Problem Sensitivity	51	44	72
Oral Comprehension	64	53	68
Written Comprehension	60	53	68



Written Expression	60	44	68
Deductive Reasoning	69	50	68
Information Ordering	48	51	68
Oral Expression	66	53	65
Speech Clarity	42	37	65
Number Facility	39	51	62
Speech Recognition	50	44	62
Perceptual Speed	26	41	56
Selective Attention	37	39	56
Inductive Reasoning	57	46	50
Category Flexibility	57	50	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks	Importance
Mathematics	62	83	80

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks	Importance
Clerical	71	78	78

**Experience & Education Comparison**

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
6-8 years	0%	6%	Post-Masters Cert	0%	0%
4-6 years	29%	2%	Master's Degree	0%	0%
2-4 years	23%	36%	Post-Bachelor Cert	2%	0%
1-2 years	0%	30%	Bachelors	33%	17%
6-12 months	18%	7%	AA or Equiv	2%	21%
3-6 months	22%	5%	Some College	41%	33%
1-3 months	0%	4%	Post-Secondary Certificate	7%	5%
0-1 month	0%	5%	High School Diploma or GED	11%	21%
None	0%	0%	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Bookkeeping, Accounting, and Auditing Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison



<p><b>3 - Job Zone Three: Medium Preparation Needed</b></p>	<p><b>3 - Job Zone Three: Medium Preparation Needed</b></p>
<p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p>	<p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p>
<p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p>	<p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p>
<p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>	<p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>

**Tasks**

<p>Purchasing Agents, Except Wholesale, Retail, and Farm Products</p>	<p>Bookkeeping, Accounting, and Auditing Clerks</p>
<p><b>Core Tasks</b></p> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.</li> <li>• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> </ul>	<p><b>Core Tasks</b></p> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> <li>• Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> </ul>
<p><b>Specific Tasks</b></p> <p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Analyze price proposals, financial reports, and other data and information to determine reasonable prices.</li> <li>• Arrange the payment of duty and freight charges.</li> <li>• Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.</li> <li>• Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.</li> <li>• Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.</li> <li>• Formulate policies and procedures for bid</li> </ul>	<p><b>Specific Tasks</b></p> <p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Access computerized financial information to answer general questions as well as those related to specific accounts.</li> <li>• Calculate and prepare checks for utilities, taxes, and other payments.</li> <li>• Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.</li> <li>• Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.</li> <li>• Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.</li> <li>• Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.</li> <li>• Code documents according to company procedures</li> </ul>



proposals and procurement of goods and services.

- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices

procurement

- Compare computer printouts to manually maintained journals to determine if they match.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compute deductions for income and social security taxes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Maintain inventory records.
- Match order forms with invoices, and record the necessary information.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Perform personal bookkeeping services.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare purchase orders and expense reports.
- Prepare trial balances of books.
- Receive, record, and bank cash, checks, and vouchers.
- Reconcile or note and report discrepancies found in records.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers or data processing sheets.

Detailed Tasks



- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

#### Detailed Work Activities:

- compile data for financial reports
- complete patient bills
- compute financial data
- compute taxes
- detect discrepancies on records or reports
- disburse checks to satisfy accounts payable
- enter time sheet information
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- maintain balance sheets
- maintain inventory of office forms
- maintain record of organization expenses
- maintain records, reports, or files
- maintain travel expense accounts
- operate bookkeeping machines
- operate business machines
- operate calculating devices
- perform clerical duties including typing, accepting orders, or sorting mail
- prepare bank deposits
- prepare billing statements
- prepare financial reports
- prepare reports
- prepare tax reports
- process account invoices
- process invoices
- process payroll documents, records, or checks
- receive or disburse cash related to payments received
- reconcile or balance financial records
- sort books, publications, or other items
- take messages
- use accounting or bookkeeping software
- use computers to enter, access or retrieve data
- use spreadsheet software
- use word processing or desktop publishing software

#### Tools - Examples

- Financial calculators
- Desktop computers
- Ledger sheets
- Notebook computers
- Receipt books



- Image scanners

## Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Bookkeeping, Accounting, and Auditing Clerks	Difference
Median Wage	\$ 45,210	\$ 29,840	\$( 15,370)
10th Percentile Wage	\$ 31,440	\$ 21,450	\$( 9,990)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 35,600	\$( 21,970)
90th Percentile Wage	\$ 72,070	\$ 40,450	\$( 31,620)
Mean Wage	\$ 48,120	\$ 30,640	\$( 17,480)
Total Employment - 2041	920	7,220	6,300
Employment Base - 2006	995	8,118	7,123
Projected Employment - 2050	974	8,617	7,643
Projected Job Growth - 2006-2050	-2.1 %	6.2 %	8.3 %
Projected Annual Openings - 2006-2050	21	177	156
Special			

Special Occupations:  Maine High Wage - In Demand

## National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Bookkeeping, Accounting, and Auditing Clerks



Programs			
Related Programs			
Accounting Technician			
<p>Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.</p>			
Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
University of Maine at Machias	9 O'Brien Ave	Machias	<a href="http://www.umm.maine.edu">www.umm.maine.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>
Accounting, Other			
<p>Accounting and Related Services, Other. Any instructional program in accounting not listed above.</p> <p>No information on schools for the program</p>			

Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products									
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special



13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21	
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2	
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5	
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29	
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2	
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4	
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58	
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10	
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113	
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13	
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44	★
11-3041.00	Compensation and Benefits Managers	84	3	200	\$68,560.00	\$23,350.00	2%	5	
13-2011.02	Auditors	84	4	3,250	\$48,110.00	\$2,900.00	11%	113	

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Bookkeeping, Accounting, and Auditing Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Self-employed workers, primary job	000601	5.38%	113,743	121,179	6.54%
Accounting, tax preparation, bookkeeping, and payroll services	541200	4.66%	98,451	128,439	30.46%



Local government, excluding education and hospitals	939300	3.58%	75,743	85,089	12.34%
Management of companies and enterprises	551100	3.54%	74,902	86,347	15.28%
Religious organizations	813100	2.43%	51,362	61,638	20.01%
Elementary and secondary schools, public and private	611100	2.01%	42,388	44,668	5.38%
Employment services	561300	1.88%	39,742	50,299	26.56%
Colleges, universities, and professional schools, public and private	611300	1.73%	36,625	40,973	11.87%
Offices of physicians	621100	1.54%	32,556	41,015	25.98%
Automobile dealers	441100	1.53%	32,393	36,746	13.44%
General medical and surgical hospitals, public and private	622100	1.48%	31,189	34,529	10.71%
Residential building construction	236100	1.39%	29,311	33,007	12.61%
State government, excluding education and hospitals	929200	1.33%	28,013	27,489	-1.87%
Legal services	541100	1.31%	27,639	30,358	9.84%
Self-employed workers, secondary job	000602	1.17%	24,812	24,700	-0.45%

### Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%



Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Insurance Policy Processing Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Insurance Policy Processing Clerks	43-9041.02	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					90						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level		94	Level		91						
			Level		86						
Gaps To Narrow if Possible			Upgrade These Skills			Knowledge to Add					
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Finger Dexterity	30	20	50	Active Listening	80	5	70	Customer and Personal Service	74	41	86
Information Ordering	50	2	72					Clerical	82	11	84
Near Vision	62	2	68								
LEVEL and IMPT (IMPORTANCE) refer to the Target Insurance Policy Processing Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Insurance Policy Processing Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks	Importance
Written Comprehension	60	55	81
Information Ordering	48	50	72
Written Expression	60	50	68
Problem Sensitivity	51	48	68
Near Vision	60	62	68
Speech Clarity	42	42	68
Oral Comprehension	64	50	65
Oral Expression	66	57	65
Speech Recognition	50	48	65
Deductive Reasoning	69	53	59



Inductive Reasoning	57	48	56
Selective Attention	37	37	56
Category Flexibility	57	42	50
Finger Dexterity	10	30	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks	Importance
Active Listening	75	80	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks	Importance
Customer and Personal Service	33	74	86
Clerical	71	82	84

### Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	29%	5%	Master's Degree	0%	0%
2-4 years	23%	7%	Post-Bachelor Cert	2%	0%
1-2 years	0%	46%	Bachelors	33%	0%
6-12 months	18%	16%	AA or Equiv	2%	15%
3-6 months	22%	9%	Some College	41%	12%
1-3 months	0%	3%	Post-Secondary Certificate	7%	11%
0-1 month	0%	0%	High School Diploma or GED	11%	61%
None	0%	10%	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Insurance Policy Processing Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

2 - Job Zone Two: Some Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.



Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

## Tasks

### Purchasing Agents, Except Wholesale, Retail, and Farm Products

### Insurance Policy Processing Clerks

#### Core Tasks

#### Core Tasks

##### Generalized Work Activities:

##### Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

#### Specific Tasks

#### Specific Tasks

##### Occupation Specific Tasks:

##### Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing

- Apply insurance rating systems.
- Calculate amount of claim.
- Contact insured or other involved persons to obtain missing information.
- Organize and work with detailed office or warehouse records, using computers to enter, access, search and retrieve data.
- Pay small claims.
- Post or attach information to claim file.
- Prepare and review insurance-claim forms and related documents for completeness.
- Provide customer service, such as giving limited instructions on how to proceed with claims or providing referrals to auto repair facilities or local contractors.
- Review insurance policy to determine coverage.
- Transmit claims for payment or further investigation.

#### Detailed Tasks



clerks, buyers, and expeditors.

- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

#### Detailed Tasks

##### Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid

##### Detailed Work Activities:

- calculate insurance premiums or awards
- code data from records
- distribute correspondence or mail
- examine files or documents to obtain information
- fill out business or government forms
- follow contract, property, or insurance laws
- interview customers
- maintain insurance records
- maintain inventory of office forms
- maintain records, reports, or files
- maintain telephone logs
- obtain information from individuals
- provide customer service
- recommend claim action
- review data on insurance applications or policies
- review insurance policies to determine appropriate coverage
- review records for completeness
- search legal records
- take messages
- transcribe spoken or written information
- type letters or correspondence
- use computers to enter, access or retrieve data

#### Tools - Examples

- 10-key calculators
- Desktop computers
- Dictation machines
- Personal computers



- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

### Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Insurance Policy Processing Clerks	Difference
Median Wage	\$ 45,210	\$ 31,380	\$( 13,830)
10th Percentile Wage	\$ 31,440	\$ 24,090	\$( 7,350)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 36,980	\$( 20,590)
90th Percentile Wage	\$ 72,070	\$ 42,620	\$( 29,450)
Mean Wage	\$ 48,120	\$ 32,190	\$( 15,930)
Total Employment - 2041	920	1,810	890
Employment Base - 2006	995	1,849	854
Projected Employment - 2050	974	1,699	725
Projected Job Growth - 2006-2050	-2.1 %	-8.1 %	-6.0 %
Projected Annual Openings - 2006-2050	21	22	1
Special			



Special Occupations:

★ Maine High Wage - In Demand

### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Insurance Policy Processing Clerks



Data from [Indeed](http://Indeed.com)

### Programs

#### Related Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
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13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21	
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5	
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2	
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12	
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29	
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4	
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58	
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10	
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44	★
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113	
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13	
11-3041.00	Compensation and Benefits Managers	84	3	200	\$68,560.00	\$23,350.00	2%	5	
13-2011.02	Auditors	84	4	3,250	\$48,110.00	\$2,900.00	11%	113	

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Insurance Policy Processing Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Insurance agencies and brokerages	524210	27.08%	68,773	70,013	1.80%
Direct insurance (except life, health, and medical) carriers	524120	24.30%	61,718	58,058	-5.93%
Other insurance related activities	524290	8.08%	20,531	22,086	7.58%



Management of companies and enterprises	551100	3.01%	7,656	7,943	3.75%
Insurance and employee benefit funds	525100	1.28%	3,261	3,616	10.91%
State government, excluding education and hospitals	929200	0.94%	2,377	2,100	-11.68%
General medical and surgical hospitals, public and private	622100	0.76%	1,924	1,917	-0.36%
Offices of physicians	621100	0.69%	1,752	1,986	13.39%
Employment services	561300	0.55%	1,403	1,598	13.91%
Office administrative services	561100	0.48%	1,214	1,385	14.11%
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	0.48%	1,226	1,324	7.93%
Depository credit intermediation	522100	0.48%	1,207	1,108	-8.24%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.37%	934	997	6.74%
Self-employed workers, primary job	000601	0.36%	912	875	-4.12%
Other financial investment activities	523900	0.32%	810	1,027	26.84%

### Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%

Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%
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# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Executive Secretaries and Administrative Assistants

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Executive Secretaries and Administrative Assistants	43-6011.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:										90	
Ability TORQ				Skills TORQ				Knowledge TORQ			
Level				94		Level				95	
Level				81		Level				81	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Time Sharing	42	14	53	Active Listening	81	6	75	Customer and Personal Service	70	37	74
Information Ordering	53	5	65					Clerical	85	14	86
Speech Clarity	46	4	75					English Language	63	8	84
Speech Recognition	53	3	68								
LEVEL and IMPT (IMPORTANCE) refer to the Target Executive Secretaries and Administrative Assistants. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Executive Secretaries and Administrative Assistants.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants	Importance
Oral Comprehension	64	60	87
Written Comprehension	60	53	87
Written Expression	60	57	87
Oral Expression	66	59	81
Speech Clarity	42	46	75



Near Vision	60	55	72
Speech Recognition	50	53	68
Problem Sensitivity	51	46	65
Information Ordering	48	53	65
Deductive Reasoning	69	51	59
Category Flexibility	57	48	59
Inductive Reasoning	57	48	56
Selective Attention	37	37	56
Time Sharing	28	42	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants	Importance
Active Listening	75	81	75

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants	Importance
Clerical	71	85	86
English Language	55	63	84
Customer and Personal Service	33	70	74

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants
10+ years	0%	2%	Doctoral	0%	0%
8-10 years	6%	5%	Professional Degree	0%	0%
6-8 years	0%	2%	Post-Masters Cert	0%	0%
4-6 years	29%	18%	Master's Degree	0%	0%
2-4 years	23%	27%	Post-Bachelor Cert	2%	0%
1-2 years	0%	10%	Bachelors	33%	9%
6-12 months	18%	17%	AA or Equiv	2%	16%
3-6 months	22%	7%	Some College	41%	23%
1-3 months	0%	0%	Post-Secondary Certificate	7%	5%
0-1 month	0%	0%	High School Diploma or GED	11%	44%
None	0%	8%	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Executive Secretaries and Administrative Assistants

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training



**Job Zone Comparison**

<b>3 - Job Zone Three: Medium Preparation Needed</b>	<b>3 - Job Zone Three: Medium Preparation Needed</b>
Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

**Tasks**

Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.</li> <li>• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> </ul>	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.</li> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> </ul>
Specific Tasks	Specific Tasks
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Analyze price proposals, financial reports, and other data and information to determine reasonable prices.</li> <li>• Arrange the payment of duty and freight charges.</li> <li>• Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.</li> <li>• Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.</li> <li>• Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.</li> </ul>	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Attend meetings to record minutes.</li> <li>• Compile, transcribe, and distribute minutes of meetings.</li> <li>• Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.</li> <li>• Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.</li> <li>• File and retrieve corporate documents, records, and reports.</li> <li>• Greet visitors and determine whether they should be given access to specific individuals.</li> <li>• Interpret administrative and operating policies and procedures for employees.</li> </ul>



- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions

- make travel arrangements for executives.
- Manage and maintain executives' schedules.
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Prepare responses to correspondence containing routine inquiries.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Set up and oversee administrative policies and procedures for offices or organizations.
- Supervise and train other clerical staff.

Detailed Tasks

Detailed Work Activities:

- analyze organizational operating practices or procedures
- answer customer or public inquiries
- arrange teleconference calls
- compile numerical or statistical data
- coordinate staff or activities in clerical support setting
- develop new office forms
- develop policies, procedures, methods, or standards
- develop records management system
- explain rules, policies or regulations
- file or retrieve paper documents and related materials
- maintain records, reports, or files
- oversee execution of organizational or program policies
- plan meetings or conferences
- plan or organize work
- prepare reports
- prepare reports for management
- recommend improvements to work methods or procedures
- recommend solutions of administrative problems
- schedule meetings or appointments



- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

- schedule or contract meeting facilities
- select software for clerical activities
- use computers to enter, access or retrieve data
- use oral or written communication techniques
- use word processing or desktop publishing software
- write business correspondence

## Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Executive Secretaries and Administrative Assistants	Difference
Median Wage	\$ 45,210	\$ 38,830	\$( 6,380)
10th Percentile Wage	\$ 31,440	\$ 28,230	\$( 3,210)
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90th Percentile Wage	\$ 72,070	\$ 53,530	\$( 18,540)
Mean Wage	\$ 48,120	\$ 40,210	\$( 7,910)
Total Employment - 2041	920	3,330	2,410
Employment Base - 2006	995	3,533	2,538
Projected Employment - 2050	974	3,733	2,759
Projected Job Growth - 2006-2050	-2.1 %	5.7 %	7.8 %



Projected Annual Openings - 2006-2050	21	76	55
Special			
Special Occupations:	★ Maine High Wage - In Demand		

### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Executive Secretaries and Administrative Assistants



Data from [Indeed](http://Indeed.com)

### Programs

#### Related Programs

Administrative and Secretarial Services, Other

Business Operations Support and Secretarial Services, Other. Any instructional program in administrative and secretarial services not listed above.

No information on schools for the program

Administrative Assistant/Secretarial Science, Gene

Administrative Assistant and Secretarial Science, General. A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>



Eastern Maine Community College	354 Hogan Rd	Bangor	<a href="http://www.emcc.edu">www.emcc.edu</a>
Eastern Maine Community College	354 Hogan Rd	Bangor	<a href="http://www.emcc.edu">www.emcc.edu</a>
Beal College	99 Farm Road	Bangor	<a href="http://bealcollege.edu">bealcollege.edu</a>
Beal College	99 Farm Road	Bangor	<a href="http://bealcollege.edu">bealcollege.edu</a>
Andover College	901 Washington Ave	Portland	<a href="http://WWW.ANDOVERCOLLEGE.edu">WWW.ANDOVERCOLLEGE.edu</a>
Andover College	901 Washington Ave	Portland	<a href="http://WWW.ANDOVERCOLLEGE.edu">WWW.ANDOVERCOLLEGE.edu</a>

**Executive Assistant/Executive Secretary**

Executive Assistant/Executive Secretary. A program that prepares individuals to perform the duties of special assistants and/or personal secretaries for business executives and top management. Includes instruction in business communications, principles of business law, public relations, scheduling and travel management, secretarial accounting, filing systems and records management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, and professional standards and legal requirements.

Institution	Address	City	URL
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

**Medical Administrative/Executive Assistant and Medical Secretary**

Medical Administrative/Executive Assistant and Medical Secretary. A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

Institution	Address	City	URL
Beal College	99 Farm Road	Bangor	<a href="http://bealcollege.edu">bealcollege.edu</a>
Washington County Community College	One College Drive	Calais	<a href="http://www.wccc.me.edu">www.wccc.me.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
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11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10	
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113	
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13	
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44	★
11-3041.00	Compensation and Benefits Managers	84	3	200	\$68,560.00	\$23,350.00	2%	5	
13-2011.02	Auditors	84	4	3,250	\$48,110.00	\$2,900.00	11%	113	

Special Occupations: ★ Maine High Wage - In Demand

Top Industries for Executive Secretaries and Administrative Assistants					
Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Colleges, universities, and professional schools, public and private	611300	7.38%	119,439	133,621	11.87%
Local government, excluding education and hospitals	939300	5.49%	88,827	99,787	12.34%



Employment services	561300	4.29%	69,361	76,681	10.55%
Management of companies and enterprises	551100	3.62%	58,636	67,595	15.28%
State government, excluding education and hospitals	929200	3.53%	57,128	56,059	-1.87%
Elementary and secondary schools, public and private	611100	3.24%	52,433	55,255	5.38%
Religious organizations	813100	2.80%	45,249	54,302	20.01%
General medical and surgical hospitals, public and private	622100	2.58%	41,709	46,176	10.71%
Depository credit intermediation	522100	2.22%	35,965	36,667	1.95%
Management, scientific, and technical consulting services	541600	2.20%	35,675	63,689	78.52%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.78%	28,749	34,097	18.60%
Offices of physicians	621100	1.67%	26,996	34,010	25.98%
Other financial investment activities	523900	1.36%	21,943	30,924	40.93%
Computer systems design and related services	541500	1.32%	21,281	28,732	35.02%
Securities and commodity contracts, brokerages, and exchanges	5231-2	1.32%	21,329	31,616	48.23%

### Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%



Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Billing, Cost, and Rate Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Billing, Cost, and Rate Clerks	43-3021.02	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					90						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level	92	Level	91	Level	87						
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Number Facility	44	5	53	Mathematics	74	12	73	Foreign Language	7	4	70
Speech Clarity	44	2	65	Active Listening	68	7	83	Clerical	74	3	81
				Management of Personnel Resources	50	3	70				
				Reading Comprehension	67	2	73				
LEVEL and IMPT (IMPORTANCE) refer to the Target Billing, Cost, and Rate Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Billing, Cost, and Rate Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks	Importance
Oral Comprehension	64	51	68
Oral Expression	66	50	68
Speech Recognition	50	48	65
Speech Clarity	42	44	65
Problem Sensitivity	51	44	62
Deductive Reasoning	69	42	62
Written Comprehension	60	48	59
Inductive Reasoning	57	41	59
Information Ordering	48	48	59



Near Vision	60	55	59
Category Flexibility	57	44	56
Mathematical Reasoning	44	41	56
Number Facility	39	44	53
Written Expression	60	42	50
Selective Attention	37	35	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks	Importance
Active Listening	61	68	83
Reading Comprehension	65	67	73
Mathematics	62	74	73
Management of Personnel Resources	47	50	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks	Importance
Clerical	71	74	81
Foreign Language	3	7	70

### Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	29%	11%	Master's Degree	0%	0%
2-4 years	23%	14%	Post-Bachelor Cert	2%	0%
1-2 years	0%	35%	Bachelors	33%	18%
6-12 months	18%	15%	AA or Equiv	2%	24%
3-6 months	22%	8%	Some College	41%	4%
1-3 months	0%	0%	Post-Secondary Certificate	7%	15%
0-1 month	0%	0%	High School Diploma or GED	11%	35%
None	0%	13%	No HSD or GED	0%	1%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Billing, Cost, and Rate Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training



**Job Zone Comparison**

3 - Job Zone Three: Medium Preparation Needed	3 - Job Zone Three: Medium Preparation Needed
Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

**Tasks**

Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.</li> <li>• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> </ul>	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>• Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.</li> </ul>
Specific Tasks	Specific Tasks
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Analyze price proposals, financial reports, and other data and information to determine reasonable prices.</li> <li>• Arrange the payment of duty and freight charges.</li> <li>• Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.</li> <li>• Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.</li> <li>• Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.</li> </ul>	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Answer mail and telephone inquiries regarding rates, routing, and procedures.</li> <li>• Compile reports of cost factors, such as labor, production, storage, and equipment.</li> <li>• Compute credit terms, discounts, shipment charges, and rates for goods and services in order to complete billing documents.</li> <li>• Consult sources such as rate books, manuals, and insurance company representatives in order to determine specific charges and information such as rules, regulations, and government tax and tariff information.</li> <li>• Contact customers in order to obtain or relay account information.</li> <li>• Estimate market value of products or services.</li> <li>• Keep records of invoices and support</li> </ul>



- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions

DOCUMENTS

- Operate typing, adding, calculating, and billing machines.
- Perform bookkeeping work, including posting data and keeping other records concerning costs of goods and services and the shipment of goods.
- Prepare itemized statements, bills, or invoices; and record amounts due for items purchased or services rendered.
- Resolve discrepancies in accounting records.
- Review compiled data on operating costs and revenues in order to set rates.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records in order to compute fees and charges due.
- Track accumulated hours and dollar amounts charged to each client job in order to calculate client fees for professional services such as legal and accounting services.
- Type billing documents, shipping labels, credit memorandums, and credit forms, using typewriters or computers.
- Update manuals when rates, rules, or regulations are amended.
- Verify accuracy of billing data and revise any errors.

Detailed Tasks

Detailed Work Activities:

- answer customer or public inquiries
- compile data for financial reports
- complete patient bills
- compute financial data
- detect discrepancies on records or reports
- ensure correct grammar, punctuation, or spelling
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- maintain account records
- maintain balance sheets
- maintain inventory of office forms
- maintain records, reports, or files
- operate business machines
- prepare billing statements
- prepare cost estimates
- prepare reports
- process account invoices
- reconcile or balance financial records
- resolve customer or public complaints
- use accounting or bookkeeping software
- use accounting terminology
- use computers to enter, access or retrieve data
- use spreadsheet software



- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

- use telephone communication techniques
- use word processing or desktop publishing software
- verify data from invoices to ensure accuracy
- write business correspondence

### Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Billing, Cost, and Rate Clerks	Difference
Median Wage	\$ 45,210	\$ 27,580	\$( 17,630)
10th Percentile Wage	\$ 31,440	\$ 20,390	\$( 11,050)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 31,490	\$( 26,080)
90th Percentile Wage	\$ 72,070	\$ 36,570	\$( 35,500)
Mean Wage	\$ 48,120	\$ 27,790	\$( 20,330)
Total Employment - 2041	920	1,990	1,070
Employment Base - 2006	995	2,045	1,050
Projected Employment - 2050	974	2,066	1,092
Projected Job Growth - 2006-2050	-2.1 %	1.0 %	3.1 %
Projected Annual Openings - 2006-2050	21	28	7



Special

Special Occupations: ★ Maine High Wage  
- In Demand

### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products and Billing, Cost, and Rate Clerks



Data from [Indeed](http://Indeed.com)

### Programs

#### Related Programs

#### Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
University of Maine at Machias	9 O'Brien Ave	Machias	<a href="http://www.umm.maine.edu">www.umm.maine.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

#### General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.



Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21	
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2	
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5	
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29	
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2	
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4	
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Special Occupations: ★ Maine High Wage - In Demand

**Top Industries for Billing, Cost, and Rate Clerks**

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Offices of physicians	621100	17.01%	92,153	104,488	13.39%
General medical and surgical hospitals, public and private	622100	7.79%	42,214	42,062	-0.36%
Accounting, tax preparation, bookkeeping, and payroll services	541200	5.93%	32,120	34,285	6.74%
Management of companies and enterprises	551100	3.94%	21,323	22,123	3.75%
Local government, excluding education and hospitals	939300	2.88%	15,598	15,770	1.10%
Offices of dentists	621200	1.79%	9,712	10,372	6.80%
Depository credit intermediation	522100	1.73%	9,371	8,599	-8.24%
Employment services	561300	1.57%	8,524	9,710	13.91%
General freight trucking	484100	1.53%	8,265	8,413	1.80%
Automobile dealers	441100	1.53%	8,304	8,478	2.10%
Office administrative services	561100	1.50%	8,120	9,266	14.11%
Legal services	541100	1.32%	7,148	7,066	-1.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.27%	6,896	7,235	4.91%
Self-employed workers, primary job	000601	1.26%	6,802	6,522	-4.12%
Home health care services	621600	1.24%	6,701	9,348	39.49%

**Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products**

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%
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Advertising and related services	541800	1.59%	4,581	5,169	12.83%
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Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%

## Industry & Occupational Data Sources

TORQ Results: The TORQ Scores is based upon an proprietary algorithm applied against Knowledge, Skills and Ability levels and importance derived from O\*NET 12.

ASK Analysis, Experience & Education Levels and Tasks: O\*Net 12

Labor Market Comparisons Occupational Projections data from Maine Department of Labor

National Posting Trends Indeed.com

Labor Pool & Promotions Opportunities: Occupational Projections data from Maine Department of Labor

Top Industries: Occupational Employment Statistics program (U.S. Bureau of Labor Statistics)