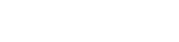




TORQ Analysis of Procurement Clerks to Payroll and Timekeeping Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Procurement Clerks	43-3061.00	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		88	Level		94			
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	11	68	Mathematics	60	9	77	Economics and Accounting	53	12	79
Selective Attention	37	3	53								
Oral Expression	57	2	68								
Written Comprehension	55	2	62								
Category Flexibility	41	2	50								
LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Procurement Clerks and Payroll and Timekeeping Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Procurement Clerks	Payroll and Timekeeping Clerks	Importance
Information Ordering	48 	46 	 75
Oral Comprehension	60 	53 	 68
Oral Expression	55 	57 	 68
Problem Sensitivity	46 	41 	 68
Mathematical Reasoning	37 	48 	 68
Deductive Reasoning	50 	50 	 65
Near Vision	59 	57 	 65

Written Comprehension	53	55	62
Speech Recognition	42	39	62
Speech Clarity	41	39	62
Written Expression	48	44	56
Inductive Reasoning	44	44	53
Selective Attention	34	37	53
Category Flexibility	39	41	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Procurement Clerks	Payroll and Timekeeping Clerks	Importance
Mathematics	51	60	77

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Procurement Clerks	Payroll and Timekeeping Clerks	Importance
Economics and Accounting	41	53	79

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Procurement Clerks	Payroll and Timekeeping Clerks	Description	Procurement Clerks	Payroll and Timekeeping Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	6%	Post-Masters Cert	0%	0%
4-6 years	8%	1%	Master's Degree	0%	0%
2-4 years	26%	32%	Post-Bachelor Cert	0%	0%
1-2 years	52%	25%	Bachelors	12%	8%
6-12 months	6%	17%	AA or Equiv	15%	3%
3-6 months	3%	5%	Some College	11%	28%
1-3 months	0%	1%	Post-Secondary Certificate	27%	16%
0-1 month	2%	0%	High School Diploma or GED	33%	41%
None	0%	10%	No HSD or GED	0%	0%

Procurement Clerks	Payroll and Timekeeping Clerks
Most Common Educational/Training Requirement:	
Short-term on-the-job training	Moderate-term on-the-job training
Job Zone Comparison	
<p>3 - Job Zone Three: Medium Preparation Needed</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>3 - Job Zone Three: Medium Preparation Needed</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>



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

Procurement Clerks

Core Tasks

Generalized Work Activities:

- 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.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Specific Tasks

Occupation Specific Tasks:

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance,

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, and reconcile issued payrolls to bank



recommending contract modifications when necessary.

- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

and reconcile issues payments 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

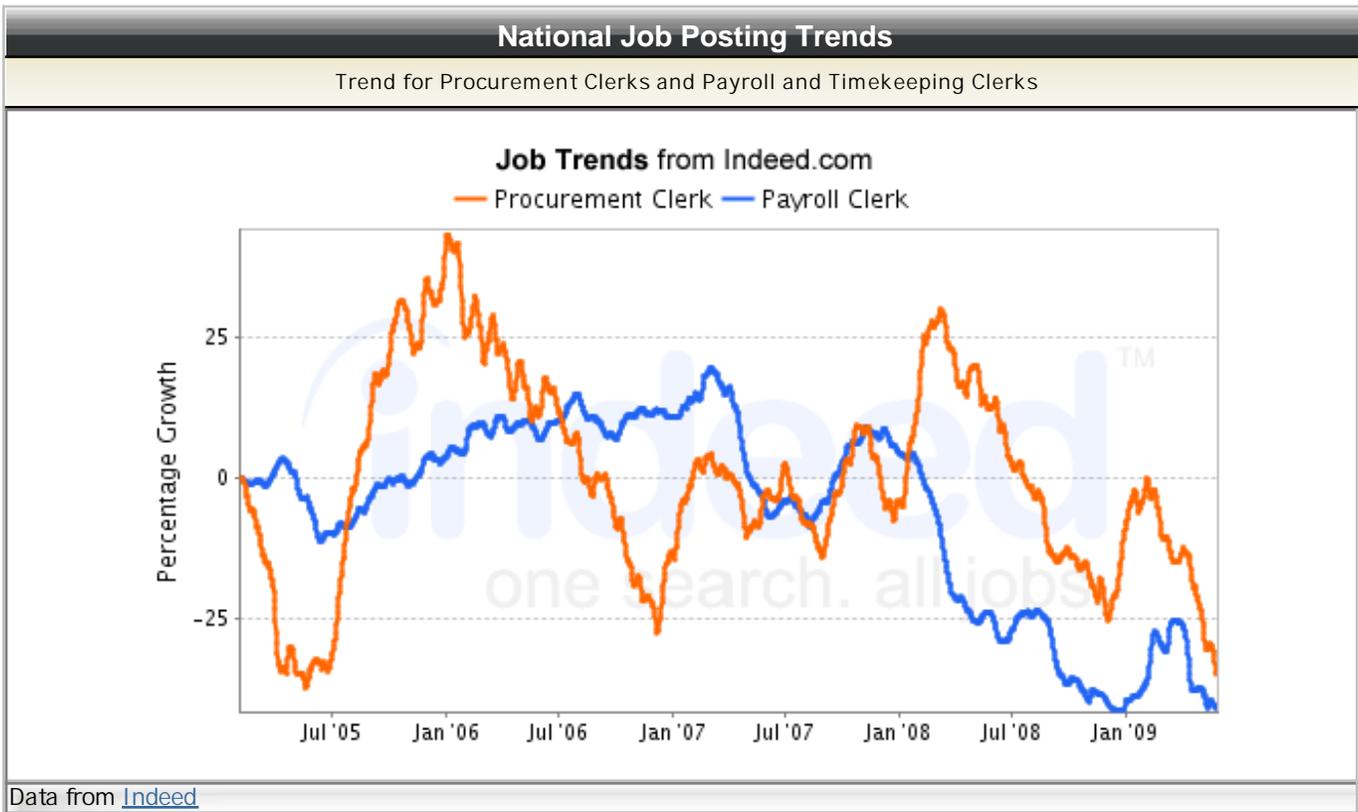
- 10-key calculators
- Desktop computers
- Computer terminals
- Personal computers

Labor Market Comparison

Maine Department of Labor.

Description	Procurement Clerks	Payroll and Timekeeping Clerks	Difference
Median Wage	N/A	\$ 30,470	N/A
10th Percentile Wage	N/A	\$ 22,470	N/A

25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 35,970	N/A
90th Percentile Wage	N/A	\$ 40,700	N/A
Mean Wage	N/A	\$ 31,260	N/A
Total Employment - 2397	N/A	650	N/A
Employment Base - 2406	N/A	672	N/A
Projected Employment - 2406	N/A	649	N/A
Projected Job Growth - 2006-2406	N/A	-3.4 %	N/A
Projected Annual Openings - 2006-2406	N/A	17	N/A
Special			
Special Occupations:	★ Maine High Wage - In Demand		



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	www.cmcc.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Procurement Clerks

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$30,470.00	-3%	17	
43-4031.02	Municipal Clerks	91	3	1,190	\$27,650.00	\$27,650.00	9%	37	
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$38,830.00	6%	76	
43-9041.02	Insurance Policy Processing Clerks	91	2	1,810	\$31,380.00	\$31,380.00	-8%	22	
43-3011.00	Bill and Account Collectors	90	3	1,590	\$29,770.00	\$29,770.00	11%	41	
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$31,380.00	-8%	22	
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	\$27,580.00	\$27,580.00	1%	28	
43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	\$28,260.00	\$28,260.00	-6%	172	
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	89	3	7,220	\$29,840.00	\$29,840.00	6%	177	
43-4031.01	Court Clerks	89	2	1,190	\$27,650.00	\$27,650.00	9%	37	
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$45,210.00	-2%	21	



13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$56,090.00	-1%	12
43-4131.00	Loan Interviewers and Clerks	88	2	770	\$28,060.00	\$28,060.00	-9%	14
43-4031.03	License Clerks	88	2	1,190	\$27,650.00	\$27,650.00	9%	37
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$49,380.00	9%	29

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 Procurement Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%



General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%



TORQ Analysis of Procurement Clerks to Municipal Clerks

ANALYSIS INPUT					
Transfer	Title	O* NET	Filters		
From Title:	Procurement Clerks	43-3061.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Municipal Clerks	43-4031.02	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

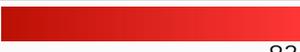
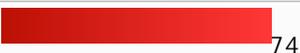
TORQ RESULTS												
Grand TORQ:												91
Ability TORQ				Skills TORQ				Knowledge TORQ				
Level				Level		 89		Level		 88		
97												
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add				
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt	
Written Expression	57	9	65	Active Listening	71	4	82	Law and Government	56	21	70	
Written Comprehension	59	6	68					English Language	67	16	83	
Speech Recognition	48	6	56					Clerical	85	10	74	
Oral Expression	59	4	72					Economics and Accounting	49	8	74	
Speech Clarity	42	1	53									
LEVEL and IMPT (IMPORTANCE) refer to the Target Municipal Clerks. GAP refers to level difference between Procurement Clerks and Municipal Clerks.												

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Procurement Clerks	Municipal Clerks	Importance
Oral Comprehension	60 	59 	72 
Oral Expression	55 	59 	72 
Written Comprehension	53 	59 	68 
Written Expression	48 	57 	65 
Near Vision	59 	57 	62 
Information Ordering	48 	48 	56 
Speech Recognition	42 	48 	56 
Speech Clarity	41 	42 	53 
Problem Sensitivity	46 	44 	50 
Deductive Reasoning	50 	48 	50 

Skill Level Comparison - Abilities with importance scores over 69

Description	Procurement Clerks	Municipal Clerks	Importance
Active Listening	67 	71 	82 

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Procurement Clerks	Municipal Clerks	Importance
English Language	51 	67 	83 
Clerical	75 	85 	74 
Economics and Accounting	41 	49 	74 
Law and Government	35 	56 	70 

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Procurement Clerks	Municipal Clerks	Description	Procurement Clerks	Municipal Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	8% 	27% 	Master's Degree	0%	0%
2-4 years	26% 	33% 	Post-Bachelor Cert	0%	5% 
1-2 years	52% 	15% 	Bachelors	12% 	33% 
6-12 months	6% 	6% 	AA or Equiv	15% 	16% 
3-6 months	3% 	2% 	Some College	11% 	4% 
1-3 months	0%	0%	Post-Secondary Certificate	27% 	0%
0-1 month	2% 	15% 	High School Diploma or GED	33% 	40% 
None	0%	0%	No HSD or GED	0%	0%

Procurement Clerks

Municipal Clerks

Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-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.

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Tasks



Procurement Clerks

Core Tasks

Generalized Work Activities:

- 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.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Specific Tasks

Occupation Specific Tasks:

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.

Municipal 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.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- 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.
- 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.

Specific Tasks

Occupation Specific Tasks:

- Amend indictments when necessary, and endorse indictments with pertinent information.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- Collect court fees or fines, and record amounts collected.
- Conduct roll calls, and poll jurors.
- Direct support staff in handling of paperwork processed by clerks' offices.
- Examine legal documents submitted to courts for adherence to laws or court procedures.
- Explain procedures or forms to parties in cases or to the general public.
- Follow procedures to secure courtrooms and exhibits such as money, drugs, and weapons.
- Instruct parties about timing of court appearances.
- Meet with judges, lawyers, parole officers, police, and social agency officials in order to coordinate the functions of the court.
- Open courts, calling them to order and announcing judges.
- Prepare and issue orders of the court, including probation orders, release documentation, sentencing information,



- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

and summonses.

- Prepare and mark all applicable court exhibits and evidence.
- Prepare courtrooms with paper, pens, water, easels, and electronic equipment, and ensure that recording equipment is working.
- Prepare dockets or calendars of cases to be called, using typewriters or computers.
- Prepare documents recording the outcomes of court proceedings.
- Read charges and related information to the court and, if necessary, record defendants' pleas.
- Record case dispositions, court orders, and arrangements made for payment of court fees.
- Record court proceedings, using recording equipment, or record minutes of court proceedings using stenotype machines or shorthand.
- Search files, and contact witnesses, attorneys, and litigants, in order to obtain information for the court.
- Swear in jury members, interpreters, witnesses and defendants.

Detailed Tasks

Detailed Work Activities:

- collect fees
- compile information for court cases
- compile itinerary of planned meetings or activities
- explain government rules or policies
- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- maintain telephone logs
- obtain information from witnesses, attorneys, or litigants
- relay information to proper officials
- take messages
- transcribe spoken or written information
- use computer to transcribe testimony
- use computers to enter, access or retrieve data
- use interviewing procedures
- use shorthand writing procedures

Labor Market Comparison

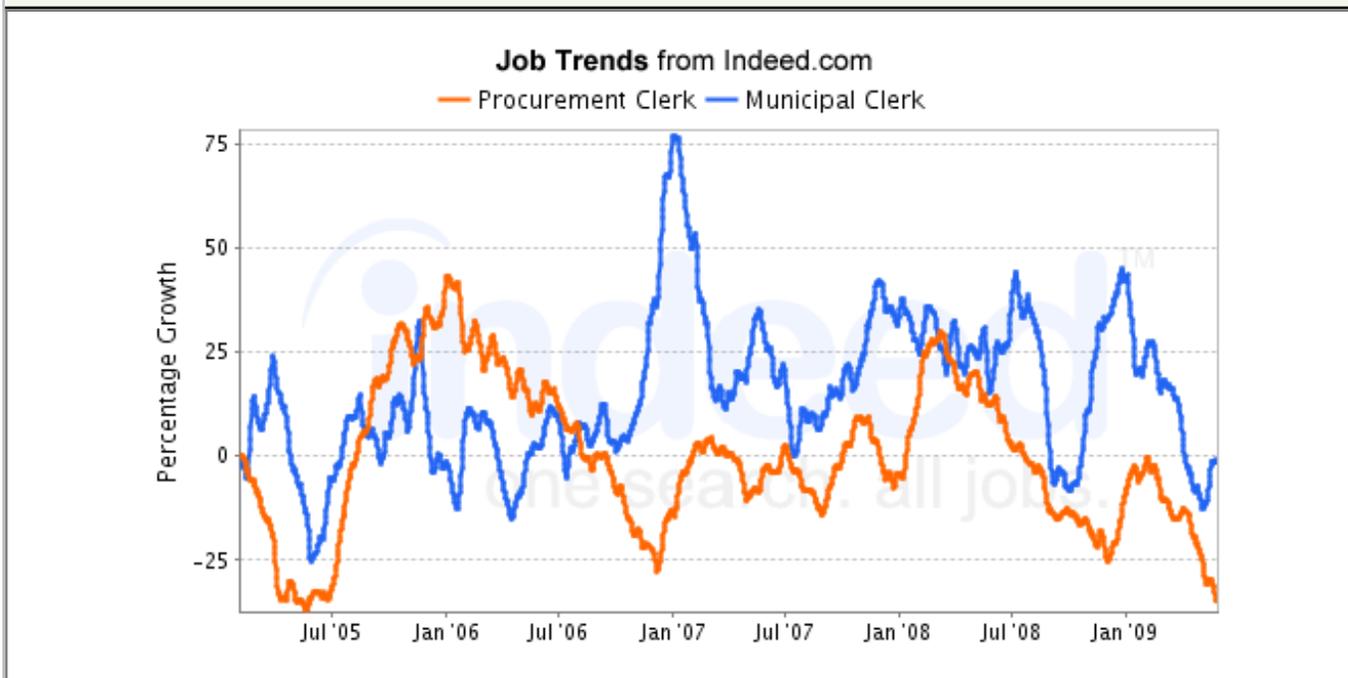
Maine Department of Labor.

Description	Procurement Clerks	Municipal Clerks	Difference
Median Wage	N/A	\$ 27,650	N/A

10th Percentile Wage	N/A	\$ 19,340	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 32,310	N/A
90th Percentile Wage	N/A	\$ 37,730	N/A
Mean Wage	N/A	\$ 27,780	N/A
Total Employment - 2401	N/A	1,190	N/A
Employment Base - 2410	N/A	1,198	N/A
Projected Employment - 2410	N/A	1,302	N/A
Projected Job Growth - 2006-2410	N/A	8.7 %	N/A
Projected Annual Openings - 2006-2410	N/A	37	N/A
Special			
Special Occupations: ☆ Maine High Wage - In Demand			

National Job Posting Trends

Trend for Procurement Clerks and Municipal Clerks



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

Programs

Related Programs

Executive Assistant/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	www.kvcc.me.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

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	www.nmcc.edu

Maine Statewide Promotion Opportunities for Procurement Clerks

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$30,470.00	-3%	17	
43-4031.02	Municipal Clerks	91	3	1,190	\$27,650.00	\$27,650.00	9%	37	
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$38,830.00	6%	76	
43-9041.02	Insurance Policy Processing Clerks	91	2	1,810	\$31,380.00	\$31,380.00	-8%	22	
43-3011.00	Bill and Account Collectors	90	3	1,590	\$29,770.00	\$29,770.00	11%	41	
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	\$27,580.00	\$27,580.00	1%	28	
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$31,380.00	-8%	22	



43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	89	3	7,220	\$29,840.00	\$29,840.00	6%	177
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$45,210.00	-2%	21
43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	\$28,260.00	\$28,260.00	-6%	172
43-4031.01	Court Clerks	89	2	1,190	\$27,650.00	\$27,650.00	9%	37
43-4031.03	License Clerks	88	2	1,190	\$27,650.00	\$27,650.00	9%	37
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$56,090.00	-1%	12
43-4131.00	Loan Interviewers and Clerks	88	2	770	\$28,060.00	\$28,060.00	-9%	14
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$43,900.00	8%	23

Special Occupations: ★ Maine High Wage - In Demand

Top Industries for Municipal Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Local government, excluding education and hospitals	939300	66.94%	76,699	86,162	12.34%
State government, excluding education and hospitals	929200	27.45%	31,454	30,865	-1.87%
Self-employed workers, primary job	000601	2.57%	2,948	3,140	6.54%
Other support services	561900	1.93%	2,214	3,032	36.99%
Self-employed workers, secondary job	000602	0.10%	116	116	-0.45%

Top Industries for Procurement Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%

Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%



TORQ Analysis of Procurement Clerks to Insurance Policy Processing Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Procurement Clerks	43-3061.00	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:	91

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	92	Level	89	Level	93

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	16	50	No Skills Upgrade Required!				Clerical	82	11	84
Speech Recognition	48	6	65					Production and Processing	44	3	74
Inductive Reasoning	48	4	56								
Near Vision	62	3	68								
Deductive Reasoning	53	3	59								
Selective Attention	37	3	56								
Written Comprehension	55	2	81								
Category Flexibility	42	3	50								
Information Ordering	50	2	72								
Written Expression	50	2	68								
Problem Sensitivity	48	2	68								
Oral Expression	57	2	65								
Speech Clarity	42	1	68								

LEVEL and IMPT (IMPORTANCE) refer to the Target Insurance Policy Processing Clerks. GAP refers to level difference between Procurement Clerks and Insurance Policy Processing Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Procurement Clerks	Insurance Policy Processing Clerks	Importance
Written Comprehension	53	55	81
Information Ordering	48	50	72
Written Expression	48	50	68
Problem Sensitivity	46	48	68
Near Vision	59	62	68
Speech Clarity	41	42	68
Oral Comprehension	60	50	65
Oral Expression	55	57	65
Speech Recognition	42	48	65
Deductive Reasoning	50	53	59
Inductive Reasoning	44	48	56
Selective Attention	34	37	56
Category Flexibility	39	42	50
Finger Dexterity	14	30	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Procurement Clerks	Insurance Policy Processing Clerks	Importance
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Procurement Clerks	Insurance Policy Processing Clerks	Importance
Clerical	71	82	84
Production and Processing	41	44	74

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Procurement Clerks	Insurance Policy Processing Clerks	Description	Procurement Clerks	Insurance Policy Processing Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	8%	5%	Master's Degree	0%	0%
2-4 years	26%	7%	Post-Bachelor Cert	0%	0%
1-2 years	52%	46%	Bachelors	12%	0%
6-12 months	6%	16%	AA or Equiv	15%	15%
3-6 months	3%	9%	Some College	11%	12%
1-3 months	0%	3%	Post-Secondary Certificate	27%	11%
0-1 month	2%	0%	High School Diploma or GED	33%	61%



None	0%	10%	No HSD or GED	0%	0%
Procurement Clerks			Insurance Policy Processing Clerks		
Most Common Educational/Training Requirement:					
Short-term on-the-job training			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	
Procurement Clerks	Insurance Policy Processing Clerks
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> • 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. • Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. • Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. 	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> • 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
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> • Approve bills for payment. • Calculate costs of orders, and charge or forward invoices to appropriate accounts. • Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications. • Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. • Compare suppliers' bills with bids and purchase orders in order to verify accuracy. 	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> • 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



- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools

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

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



- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

Labor Market Comparison

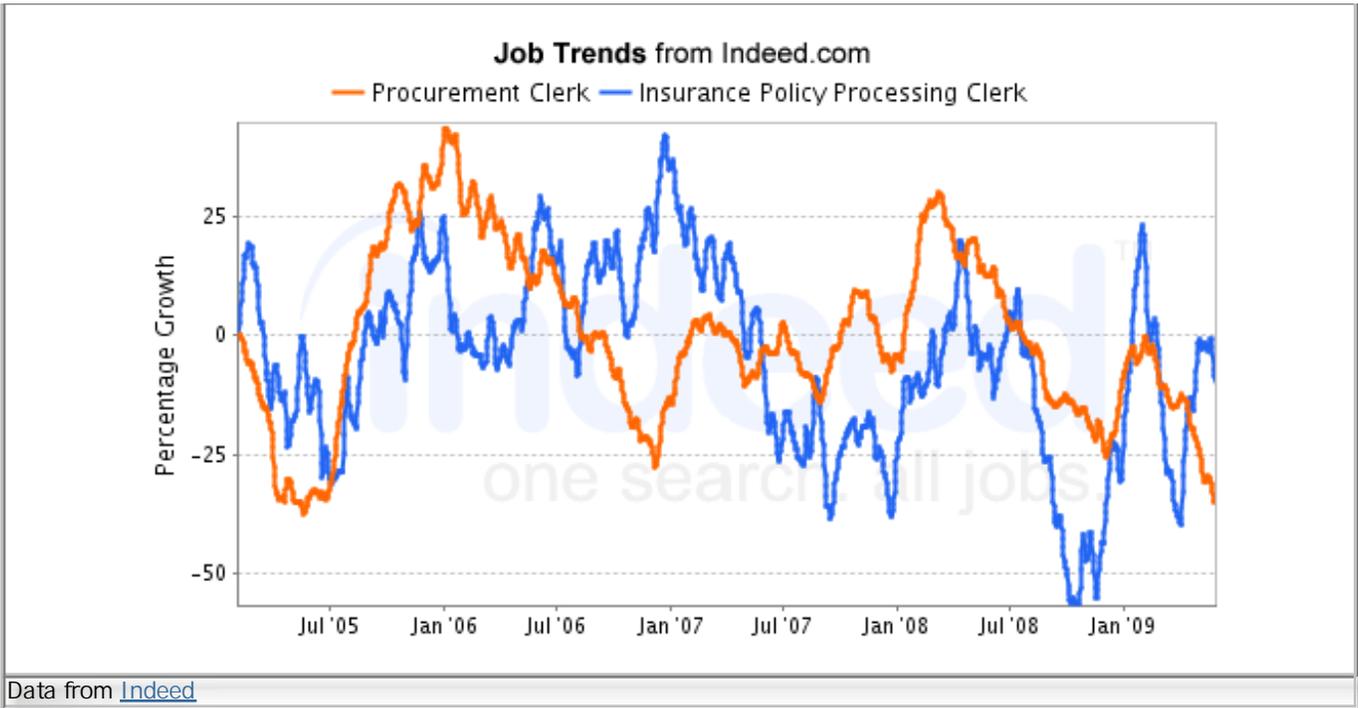
Maine Department of Labor.

Description	Procurement Clerks	Insurance Policy Processing Clerks	Difference
Median Wage	N/A	\$ 31,380	N/A
10th Percentile Wage	N/A	\$ 24,090	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 36,980	N/A
90th Percentile Wage	N/A	\$ 42,620	N/A
Mean Wage	N/A	\$ 32,190	N/A
Total Employment - 2434	N/A	1,810	N/A
Employment Base - 2443	N/A	1,849	N/A
Projected Employment - 2443	N/A	1,699	N/A
Projected Job Growth - 2006-2443	N/A	-8.1 %	N/A
Projected Annual Openings - 2006-2443	N/A	22	N/A
Special			

Special Occupations:  Maine High Wage - In Demand

National Job Posting Trends

Trend for Procurement Clerks and Insurance Policy Processing Clerks



Programs			
Related Programs			
General Office/Clerical and Typing Services			
<p>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.</p>			
Institution	Address	City	URL
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Maine Statewide Promotion Opportunities for Procurement Clerks									
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$30,470.00	-3%	17	
43-4031.02	Municipal Clerks	91	3	1,190	\$27,650.00	\$27,650.00	9%	37	
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$38,830.00	6%	76	



43-9041.02	Insurance Policy Processing Clerks	91	2	1,810	\$31,380.00	\$31,380.00	-8%	22
43-3011.00	Bill and Account Collectors	90	3	1,590	\$29,770.00	\$29,770.00	11%	41
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$31,380.00	-8%	22
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	\$27,580.00	\$27,580.00	1%	28
43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	\$28,260.00	\$28,260.00	-6%	172
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	89	3	7,220	\$29,840.00	\$29,840.00	6%	177
43-4031.01	Court Clerks	89	2	1,190	\$27,650.00	\$27,650.00	9%	37
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$45,210.00	-2%	21
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$56,090.00	-1%	12
43-4131.00	Loan Interviewers and Clerks	88	2	770	\$28,060.00	\$28,060.00	-9%	14
43-4031.03	License Clerks	88	2	1,190	\$27,650.00	\$27,650.00	9%	37
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$49,380.00	9%	29

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 Procurement Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%



TORQ Analysis of Procurement Clerks to Executive Secretaries and Administrative Assistants

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Procurement Clerks	43-3061.00	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:												91		
Ability TORQ				Skills TORQ				Knowledge TORQ						
Level				92	Level				91	Level				90
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add						
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt			
Written Expression	57	9	87	Operation and Control	29	15	81	Clerical	85	14	86			
Speech Recognition	53	11	68					English Language	63	12	84			
Category Flexibility	48	9	59					Customer and Personal Service	70	10	74			
Time Sharing	42	10	53											
Speech Clarity	46	5	75											
Information Ordering	53	5	65											
Oral Expression	59	4	81											
Inductive Reasoning	48	4	56											
Selective Attention	37	3	56											
Deductive Reasoning	51	1	59											
LEVEL and IMPT (IMPORTANCE) refer to the Target Executive Secretaries and Administrative Assistants. GAP refers to level difference between Procurement Clerks and Executive Secretaries and Administrative Assistants.														

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Procurement Clerks	Executive Secretaries and Administrative Assistants	Importance
Oral Comprehension	60 	60 	 87

Written Comprehension	53	53	87
Written Expression	48	57	87
Oral Expression	55	59	81
Speech Clarity	41	46	75
Near Vision	59	55	72
Speech Recognition	42	53	68
Problem Sensitivity	46	46	65
Information Ordering	48	53	65
Deductive Reasoning	50	51	59
Category Flexibility	39	48	59
Inductive Reasoning	44	48	56
Selective Attention	34	37	56
Time Sharing	32	42	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Procurement Clerks	Executive Secretaries and Administrative Assistants	Importance
Operation and Control	14	29	81

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Procurement Clerks	Executive Secretaries and Administrative Assistants	Importance
Clerical	71	85	86
English Language	51	63	84
Customer and Personal Service	60	70	74

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Procurement Clerks	Executive Secretaries and Administrative Assistants	Description	Procurement Clerks	Executive Secretaries and Administrative Assistants
10+ years	0%	2%	Doctoral	0%	0%
8-10 years	0%	5%	Professional Degree	0%	0%
6-8 years	0%	2%	Post-Masters Cert	0%	0%
4-6 years	8%	18%	Master's Degree	0%	0%
2-4 years	26%	27%	Post-Bachelor Cert	0%	0%
1-2 years	52%	10%	Bachelors	12%	9%
6-12 months	6%	17%	AA or Equiv	15%	16%
3-6 months	3%	7%	Some College	11%	23%
1-3 months	0%	0%	Post-Secondary Certificate	27%	5%



O-1 month	2%	0%	High School Diploma or GED	33%	44%
None	0%	8%	No HSD or GED	0%	0%
Procurement Clerks			Executive Secretaries and Administrative Assistants		
Most Common Educational/Training Requirement:					
Short-term on-the-job training			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

Procurement Clerks	Executive Secretaries and Administrative Assistants
Core Tasks	Core Tasks
Generalized Work Activities: <ul style="list-style-type: none"> • 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. • Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. • Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. 	Generalized Work Activities: <ul style="list-style-type: none"> • Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. • Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. • Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. • Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • 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: <ul style="list-style-type: none"> • Approve bills for payment. • Calculate costs of orders, and charge or forward invoices to appropriate accounts. • Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications. • Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. • Compare suppliers' bills with bids and purchase orders in order to verify accuracy. 	Occupation Specific Tasks: <ul style="list-style-type: none"> • Attend meetings to record minutes. • Compile, transcribe, and distribute minutes of meetings. • Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors. • Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to



- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve

and executives.

- File and retrieve corporate documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.
- Interpret administrative and operating policies and procedures for employees.
- 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



use computers to enter, access or retrieve data

- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

- prepare reports
- prepare reports for management
- recommend improvements to work methods or procedures
- recommend solutions of administrative problems
- schedule meetings or appointments
- 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

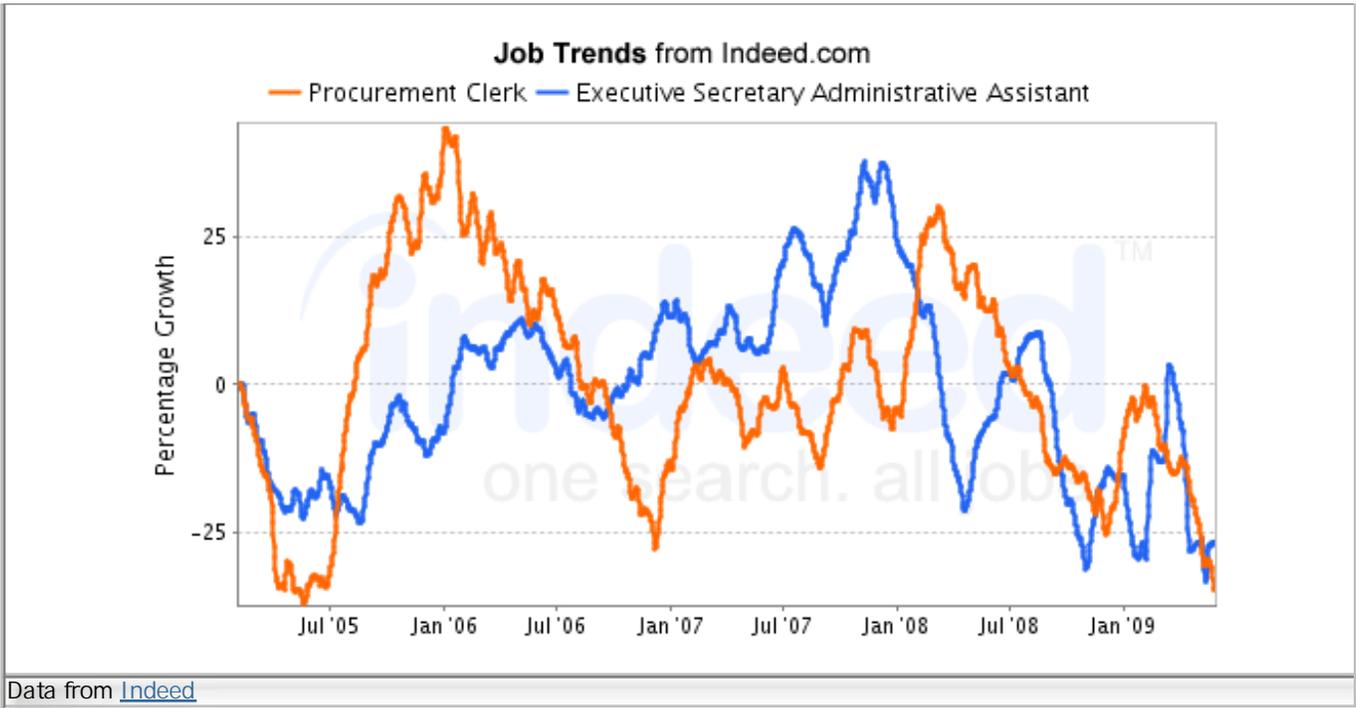
Maine Department of Labor.

Description	Procurement Clerks	Executive Secretaries and Administrative Assistants	Difference
Median Wage	N/A	\$ 38,830	N/A
10th Percentile Wage	N/A	\$ 28,230	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 46,250	N/A
90th Percentile Wage	N/A	\$ 53,530	N/A
Mean Wage	N/A	\$ 40,210	N/A
Total Employment - 2426	N/A	3,330	N/A
Employment Base - 2435	N/A	3,533	N/A
Projected Employment - 2435	N/A	3,733	N/A
Projected Job Growth - 2006-2435	N/A	5.7 %	N/A
Projected Annual Openings - 2006-2435	N/A	76	N/A
Special			

Special Occupations:  Maine High Wage - In Demand

National Job Posting Trends

Trend for Procurement Clerks and Executive Secretaries and Administrative Assistants



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	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Beal College	99 Farm Road	Bangor	bealcollege.edu
Beal College	99 Farm Road	Bangor	bealcollege.edu
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
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	www.kvcc.me.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

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	bealcollege.edu
Washington County Community College	One College Drive	Calais	www.wccc.me.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Procurement Clerks

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$30,470.00	-3%	17	
43-4031.02	Municipal Clerks	91	3	1,190	\$27,650.00	\$27,650.00	9%	37	
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$38,830.00	6%	76	
43-9041.02	Insurance Policy Processing Clerks	91	2	1,810	\$31,380.00	\$31,380.00	-8%	22	



43-3011.00	Bill and Account Collectors	90	3	1,590	\$29,770.00	\$29,770.00	11%	41
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	\$27,580.00	\$27,580.00	1%	28
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$31,380.00	-8%	22
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	89	3	7,220	\$29,840.00	\$29,840.00	6%	177
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$45,210.00	-2%	21
43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	\$28,260.00	\$28,260.00	-6%	172
43-4031.01	Court Clerks	89	2	1,190	\$27,650.00	\$27,650.00	9%	37
43-4031.03	License Clerks	88	2	1,190	\$27,650.00	\$27,650.00	9%	37
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$56,090.00	-1%	12
43-4131.00	Loan Interviewers and Clerks	88	2	770	\$28,060.00	\$28,060.00	-9%	14
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$43,900.00	8%	23

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 Procurement Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%

TORQ Analysis of Procurement Clerks to Billing, Cost, and Rate Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Procurement Clerks	43-3061.00	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		91	Level		87	Level		93			
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	16	53	Mathematics	74	10	83	Clerical	74	3	81
Speech Recognition	48	6	65					Foreign Language	7	3	70
Category Flexibility	44	5	56								
Mathematical Reasoning	41	4	56								
Speech Clarity	44	3	65								
Selective Attention	35	1	50								
LEVEL and IMPT (IMPORTANCE) refer to the Target Billing, Cost, and Rate Clerks. GAP refers to level difference between Procurement Clerks and Billing, Cost, and Rate Clerks.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Procurement Clerks	Billing, Cost, and Rate Clerks	Importance
Oral Comprehension	60 	51 	68 
Oral Expression	55 	50 	68 
Speech Recognition	42 	48 	65 
Speech Clarity	41 	44 	65 
Problem Sensitivity	46 	44 	62 
Deductive Reasoning	50 	42 	62 



Written Comprehension	53	48	59
Inductive Reasoning	44	41	59
Information Ordering	48	48	59
Near Vision	59	55	59
Category Flexibility	39	44	56
Mathematical Reasoning	37	41	56
Number Facility	28	44	53
Written Expression	48	42	50
Selective Attention	34	35	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Procurement Clerks	Billing, Cost, and Rate Clerks	Importance
Mathematics	64	74	83

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Procurement Clerks	Billing, Cost, and Rate Clerks	Importance
Clerical	71	74	81
Foreign Language	4	7	70

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Procurement Clerks	Billing, Cost, and Rate Clerks		Description	Procurement Clerks	Billing, Cost, and Rate Clerks	
10+ years	0%	0%		Doctoral	0%	0%	
8-10 years	0%	0%		Professional Degree	0%	0%	
6-8 years	0%	0%		Post-Masters Cert	0%	0%	
4-6 years	8%	11%		Master's Degree	0%	0%	
2-4 years	26%	14%		Post-Bachelor Cert	0%	0%	
1-2 years	52%	35%		Bachelors	12%	18%	
6-12 months	6%	15%		AA or Equiv	15%	24%	
3-6 months	3%	8%		Some College	11%	4%	
1-3 months	0%	0%		Post-Secondary Certificate	27%	15%	
0-1 month	2%	0%		High School Diploma or GED	33%	35%	
None	0%	13%		No HSD or GED	0%	1%	
Procurement Clerks				Billing, Cost, and Rate Clerks			
Most Common Educational/Training Requirement:							
Short-term on-the-job training				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.

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.

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.

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

Procurement Clerks

Core Tasks

Generalized Work Activities:

- 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.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Specific Tasks

Occupation Specific Tasks:

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview

Billing, Cost, and Rate 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



them to gather information about products to be ordered.

- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

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
- 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.

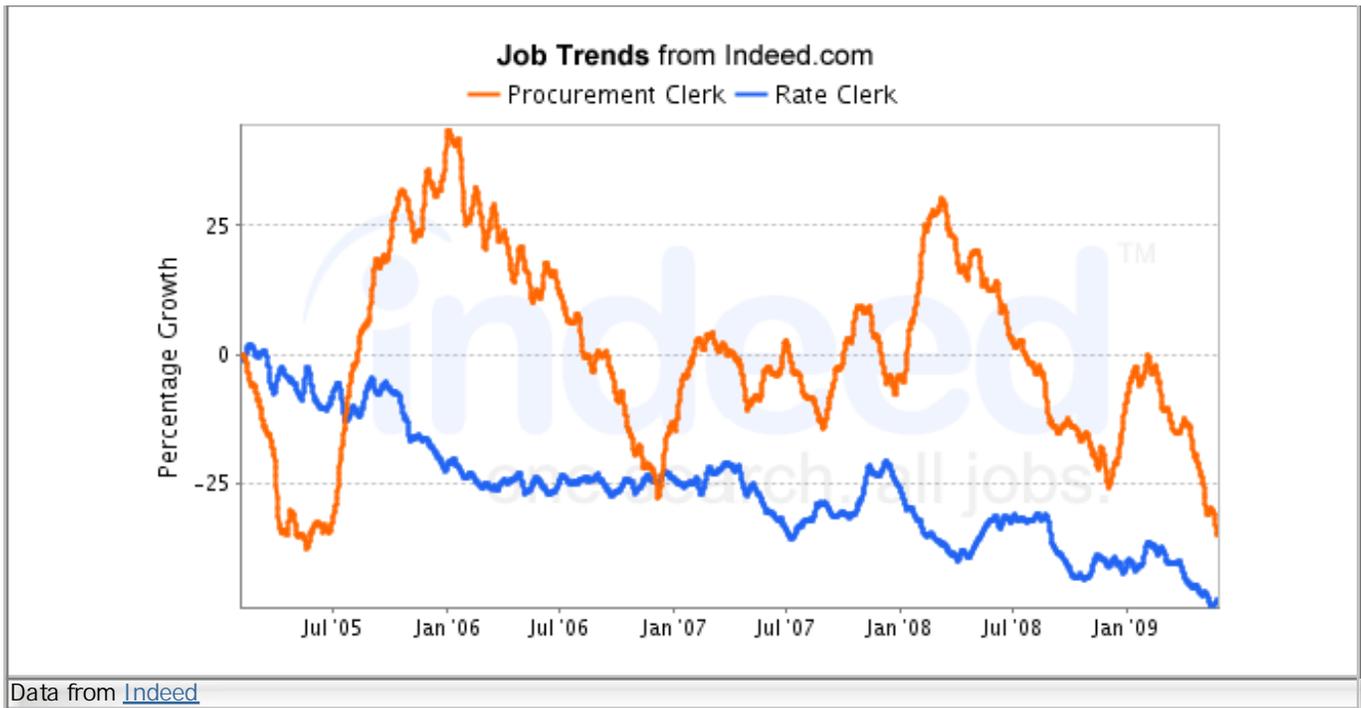
Description	Procurement Clerks	Billing, Cost, and Rate Clerks	Difference
Median Wage	N/A	\$ 27,580	N/A
10th Percentile Wage	N/A	\$ 20,390	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 31,490	N/A
90th Percentile Wage	N/A	\$ 36,570	N/A
Mean Wage	N/A	\$ 27,790	N/A
Total Employment - 2395	N/A	1,990	N/A
Employment Base - 2404	N/A	2,045	N/A
Projected Employment - 2404	N/A	2,066	N/A
Projected Job Growth - 2006-2404	N/A	1.0 %	N/A
Projected Annual Openings - 2006-2404	N/A	28	N/A
Special			

Special Occupations:

★ Maine High Wage - In Demand

National Job Posting Trends

Trend for Procurement Clerks and Billing, Cost, and Rate Clerks



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	www.cmcc.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

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	www.nmcc.edu

Maine Statewide Promotion Opportunities for Procurement Clerks

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$30,470.00	-3%	17	
43-4031.02	Municipal Clerks	91	3	1,190	\$27,650.00	\$27,650.00	9%	37	
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$38,830.00	6%	76	
43-9041.02	Insurance Policy Processing Clerks	91	2	1,810	\$31,380.00	\$31,380.00	-8%	22	
43-3011.00	Bill and Account Collectors	90	3	1,590	\$29,770.00	\$29,770.00	11%	41	
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$31,380.00	-8%	22	
43-3021.02	Billing, Cost, and Rate Clerks	90	3	1,990	\$27,580.00	\$27,580.00	1%	28	
43-6014.00	Secretaries, Except Legal, Medical, and Executive	89	2	10,400	\$28,260.00	\$28,260.00	-6%	172	
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	89	3	7,220	\$29,840.00	\$29,840.00	6%	177	
43-4031.01	Court Clerks	89	2	1,190	\$27,650.00	\$27,650.00	9%	37	
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$45,210.00	-2%	21	
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$56,090.00	-1%	12	
43-4131.00	Loan Interviewers and Clerks	88	2	770	\$28,060.00	\$28,060.00	-9%	14	
43-4031.03	License Clerks	88	2	1,190	\$27,650.00	\$27,650.00	9%	37	
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$49,380.00	9%	29	

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 Procurement Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%



State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%

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)