



# TORQ Analysis of Stock Clerks- Stockroom, Warehouse, or Storage Yard to Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

ANALYSIS INPUT					
Transfer	Title	O* NET	Filters		
From Title:	Stock Clerks- Stockroom, Warehouse, or Storage Yard	43-5081.03	Abilities:	Importance Level: 50	Weight: 1
To Title:	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	35-9031.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:									83		
Ability TORQ			Skills TORQ			Knowledge TORQ					
Level		81	Level		93	Level		73			
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Imp	Skill	Level	Gap	Imp	Knowledge	Level	Gap	Imp
Speech Recognition	48	13	72	Social Perceptiveness	64	17	77	No Knowledge Upgrades Required!			
Deductive Reasoning	44	5	53								
Oral Expression	51	3	87								
Problem Sensitivity	44	3	65								
Speech Clarity	38	1	78								
LEVEL and IMPT (IMPORTANCE) refer to the Target Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop. GAP refers to level difference between Stock Clerks- Stockroom, Warehouse, or Storage Yard and Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	Importance
Oral Comprehension	51	50	87
Oral Expression	48	51	87
Speech Clarity	37	38	78
Speech Recognition	35	48	72



Problem Sensitivity	41		44		65	
Trunk Strength	39		35		59	
Deductive Reasoning	39		44		53	
Near Vision	42		42		53	

Skill Level Comparison - Abilities with importance scores over 69

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	Importance
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Social Perceptiveness	47		64		77	
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	Importance
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### Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison		
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop		Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
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	1%	0%		Master's Degree	0%	0%
2-4 years	0%	0%		Post-Bachelor Cert	0%	0%
1-2 years	3%	1%		Bachelors	1%	0%
6-12 months	19%	4%		AA or Equiv	0%	0%
3-6 months	11%	10%		Some College	0%	0%
1-3 months	0%	14%		Post-Secondary Certificate	0%	0%
0-1 month	2%	5%		High School Diploma or GED	51%	48%
None	60%	61%		No HSD or GED	46%	50%

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-term on-the-job training

Job Zone Comparison

1 - Job Zone One: Little or No Preparation Needed

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No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.

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### Tasks



Stock Clerks- Stockroom, Warehouse, or Storage Yard

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

Core Tasks

Core Tasks

Generalized Work Activities:

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- 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.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Specific Tasks

Specific Tasks

Occupation Specific Tasks:

Occupation Specific Tasks:

- Change the price of books in a warehouse.
- Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.
- Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
- Keep records of production, returned goods, and related transactions.
- Mark selling price by hand on boxes containing merchandise.
- Pin, paste, sew, tie, or staple tickets, tags, or labels to article.
- Put price information on tickets, marking by hand or using ticket-printing machine.
- Record number and types of articles marked and pack articles in boxes.
- Record price, buyer, and grade of product on tickets attached to products auctioned.

- Assign patrons to tables suitable for their needs.
- Confer with other staff to help plan establishments' menus.
- Direct patrons to coatrooms and waiting areas such as lounges.
- Greet guests and seat them at tables or in waiting areas.
- Hire, train, and supervise food and beverage service staff.
- Inform patrons of establishment specialties and features.
- Inspect dining and serving areas to ensure cleanliness and proper setup.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Operate cash registers to accept payments for food and beverages.
- Order or requisition supplies and equipment for tables and serving stations.
- Perform marketing and advertising services.
- Plan parties or other special events and services.
- Prepare cash receipts after establishments close, and make bank deposits.
- Prepare staff work schedules.
- Provide guests with menus.

Detailed Tasks

Detailed Work Activities:

- attach or mark identification onto products or containers
- complete record of production
- fill out business or government forms
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials



- package goods for shipment or storage
- perform clerical duties including typing, accepting orders, or sorting mail
- price merchandise
- process returned merchandise
- retrieve or place goods from/into storage
- stock or organize goods
- use computers to enter, access or retrieve data
- use inventory control procedures
- use oral or written communication techniques
- verify completeness or accuracy of data

• receive and record patrons dining reservations.

- Speak with patrons to ensure satisfaction with food and service, and to respond to complaints.
- Supervise and coordinate activities of dining room staff to ensure that patrons receive prompt and courteous service.

#### Detailed Tasks

#### Detailed Work Activities:

- access media advertising services
- assist patrons at entertainment events
- balance cash register
- calculate monetary exchange
- collect payment
- complete time or attendance forms
- direct and coordinate activities of workers or staff
- evaluate premises for cleanliness
- explain work orders, specifications, or work techniques to workers
- greet customers, guests, visitors, or passengers
- hire, discharge, transfer, or promote workers
- investigate customer complaints
- monitor worker performance
- order or purchase supplies, materials, or equipment
- oversee work progress to verify safety or conformance to standards
- plan for entertainment or dining activities
- plan menus
- prepare bank deposits
- process payroll documents, records, or checks
- provide customer service
- requisition stock, materials, supplies or equipment
- resolve customer or public complaints
- schedule employee work hours
- schedule restaurant reservations
- understand government alcoholic beverage service regulations
- understand government health, hotel or food service regulations
- use cash registers
- use oral or written communication techniques

#### Tools - Examples

- Calculators
- Carbonated beverage dispensers
- Cash registers



- Commercial coffeemakers
- Desktop computers
- Ice-making machines
- Juice dispensers
- Personal computers
- Point of sale POS computer terminals
- Multi-line telephone systems
- Touch screen computer terminals

### Labor Market Comparison

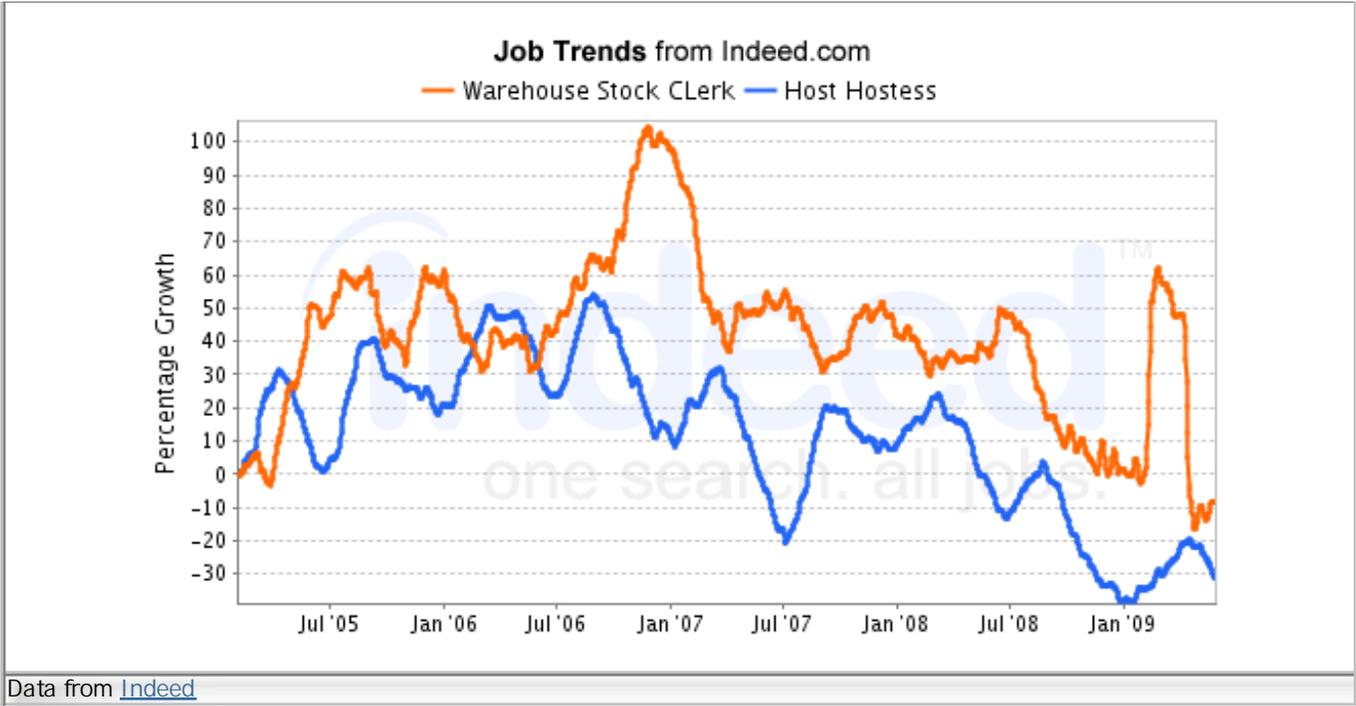
Maine Department of Labor.

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	Difference
Median Wage	\$ 19,860	\$ 18,840	\$(1,020)
10th Percentile Wage	\$ 15,330	\$ 15,340	\$ 10
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 24,350	\$ 21,930	\$(2,420)
90th Percentile Wage	\$ 30,370	\$ 25,200	\$(5,170)
Mean Wage	\$ 21,410	\$ 19,550	\$(1,860)
Total Employment - 2424	7,670	1,190	-6,480
Employment Base - 2006	7,601	1,229	-6,372
Projected Employment - 2433	6,921	1,324	-5,597
Projected Job Growth - 2006-2433	-8.9 %	7.7 %	16.7 %
Projected Annual Openings - 2006-2433	180	94	-86
Special			

Special Occupations:  Maine High Wage - In Demand

### National Job Posting Trends

Trend for Stock Clerks- Stockroom, Warehouse, or Storage Yard and Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop



### Programs

Related Programs

Waiter/Waitress and Dining Room Manager

Food Service, Waiter/Waitress, and Dining Room Management/Manager. A program that prepares individuals to serve food to customers in formal or informal settings. Includes instruction in the nutritional, sensory, and functional properties of food and its ingredients; food services principles; table and counter services; dining room operations and procedures; service personnel supervision and management; communication skills; business math; safety and sanitation.

No information on schools for the program

### Maine Statewide Promotion Opportunities for Stock Clerks- Stockroom, Warehouse, or Storage Yard

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-5081.03	Stock Clerks- Stockroom, Warehouse, or Storage Yard	100	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5081.01	Stock Clerks, Sales Floor	83	1	7,670	\$19,860.00	\$0.00	-9%	180	



43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	81	2	970	\$41,950.00	\$22,090.00	-12%	10
43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$23,330.00	-3%	50
29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$7,410.00	13%	7
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	79	1	490	\$23,250.00	\$3,390.00	-19%	13
43-5051.00	Postal Service Clerks	77	2	580	\$44,780.00	\$24,920.00	-3%	13
43-3071.00	Tellers	77	2	2,970	\$21,770.00	\$1,910.00	18%	184
43-5081.04	Order Fillers, Wholesale and Retail Sales	77	2	7,670	\$19,860.00	\$0.00	-9%	180
43-9041.02	Insurance Policy Processing Clerks	76	2	1,810	\$31,380.00	\$11,520.00	-8%	22
43-3021.01	Statement Clerks	76	2	1,990	\$27,580.00	\$7,720.00	1%	28
43-4031.03	License Clerks	76	2	1,190	\$27,650.00	\$7,790.00	9%	37
35-2021.00	Food Preparation Workers	76	1	5,500	\$20,040.00	\$180.00	10%	245
41-2031.00	Retail Salespersons	76	2	18,460	\$22,050.00	\$2,190.00	4%	677
43-2011.00	Switchboard Operators, Including Answering Service	75	2	840	\$22,920.00	\$3,060.00	-12%	18

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop



Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Full-service restaurants	722100	81.34%	285,644	316,190	10.69%
Limited-service eating places	722200	4.46%	15,661	15,361	-1.91%
Drinking places (alcoholic beverages)	722400	1.56%	5,474	5,044	-7.86%
Religious organizations	813100	1.37%	4,805	5,559	15.70%
Casino hotels	721120	0.92%	3,222	3,827	18.78%
Employment services	561300	0.90%	3,168	4,009	26.56%
Special food services	722300	0.88%	3,090	3,573	15.61%
Local government, excluding education and hospitals	939300	0.51%	1,809	2,032	12.34%
Gambling industries	713200	0.40%	1,408	2,619	86.04%
Fitness and recreational sports centers	713940	0.35%	1,216	1,620	33.24%
Self-employed workers, primary job	000601	0.30%	1,042	1,110	6.54%
Lessors of real estate	531100	0.16%	565	622	10.18%
Gasoline stations	447100	0.16%	558	500	-10.48%
Management of companies and enterprises	551100	0.14%	488	563	15.28%
Performing arts companies	711100	0.13%	450	449	-0.22%

### Top Industries for Stock Clerks- Stockroom, Warehouse, or Storage Yard

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
Warehousing and storage	493100	3.42%	58,300	65,157	11.76%
Employment services	561300	2.57%	43,742	46,324	5.90%
Clothing stores	448100	2.50%	42,692	37,499	-12.16%
Grocery and related product wholesalers	424400	2.26%	38,557	35,278	-8.50%
Pharmacies and drug stores	446110	1.85%	31,599	29,366	-7.07%
General medical and surgical hospitals, public and private	622100	1.51%	25,696	23,804	-7.36%
Miscellaneous nondurable goods merchant wholesalers	424900	1.11%	18,994	17,279	-9.03%
Electronics and appliance stores	443100	0.97%	16,458	13,754	-16.43%
Wholesale electronic markets and agents and brokers	425100	0.95%	16,236	15,416	-5.05%
Office supplies, stationery, and gift stores	453200	0.91%	15,522	10,716	-30.97%



Motor vehicle and motor vehicle parts and supplies merchant wholesalers	423100	0.82%	14,032	13,402	-4.49%
Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%



# TORQ Analysis of Stock Clerks- Stockroom, Warehouse, or Storage Yard to Stock Clerks, Sales Floor

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Stock Clerks- Stockroom, Warehouse, or Storage Yard	43-5081.03	Abilities:	Importance Level: 50	Weight: 1
To Title:	Stock Clerks, Sales Floor	43-5081.01	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					<b>83</b>						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level	84	Level	90	Level	77						
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Oral Expression	53	5	68	Active Listening	53	17	85	No Knowledge Upgrades Required!			
Speech Recognition	41	6	56	Speaking	52	10	74				
Trunk Strength	42	3	62								
LEVEL and IMPT (IMPORTANCE) refer to the Target Stock Clerks, Sales Floor. GAP refers to level difference between Stock Clerks- Stockroom, Warehouse, or Storage Yard and Stock Clerks, Sales Floor.											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor	Importance
Oral Expression	48	53	68
Speech Clarity	37	37	65
Oral Comprehension	51	46	62
Trunk Strength	39	42	62
Category Flexibility	39	39	59
Information Ordering	42	39	56
Speech Recognition	35	41	56
Problem Sensitivity	41	39	50
Deductive Reasoning	39	37	50
Static Strength	42	34	50



Near Vision	42	39	50
Skill Level Comparison - Abilities with importance scores over 69			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor	Importance
Active Listening	36	53	85
Speaking	42	52	74
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor	Importance

Experience & Education Comparison					
Related Work Experience Comparison			Required Education Level Comparison		
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor	Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	10%	Post-Masters Cert	0%	0%
4-6 years	1%	0%	Master's Degree	0%	0%
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0-1 month	2%	16%	High School Diploma or GED	51%	40%
None	60%	46%	No HSD or GED	46%	37%
Stock Clerks- Stockroom, Warehouse, or Storage Yard			Stock Clerks, Sales Floor		
Most Common Educational/Training Requirement:					
Short-term on-the-job training			Short-term on-the-job training		
Job Zone Comparison					
1 - Job Zone One: Little or No Preparation Needed			1 - Job Zone One: Little or No Preparation Needed		
No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.			No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.		
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Tasks	
Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor



## Core Tasks

## Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

## Specific Tasks

## Occupation Specific Tasks:

- Change the price of books in a warehouse.
- Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.
- Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
- Keep records of production, returned goods, and related transactions.
- Mark selling price by hand on boxes containing merchandise.
- Pin, paste, sew, tie, or staple tickets, tags, or labels to article.
- Put price information on tickets, marking by hand or using ticket-printing machine.
- Record number and types of articles marked and pack articles in boxes.
- Record price, buyer, and grade of product on tickets attached to products auctioned.

## Detailed Tasks

## Detailed Work Activities:

- attach or mark identification onto products or containers
- complete record of production
- fill out business or government forms
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials
- package goods for shipment or storage
- perform clerical duties including typing,

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### Labor Market Comparison

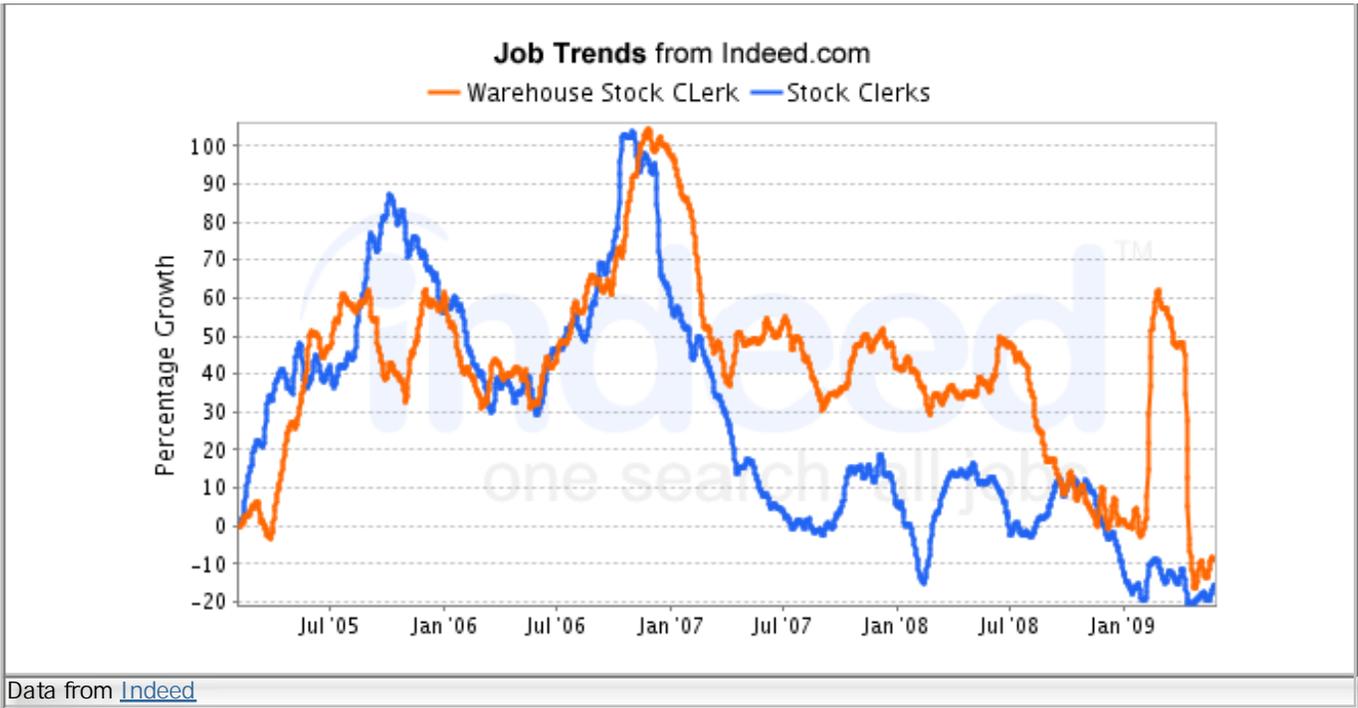
Maine Department of Labor.

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Stock Clerks, Sales Floor	Difference
Median Wage	\$ 19,860	\$ 19,860	\$ 0
10th Percentile Wage	\$ 15,330	\$ 15,330	\$ 0
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 24,350	\$ 24,350	\$ 0
90th Percentile Wage	\$ 30,370	\$ 30,370	\$ 0
Mean Wage	\$ 21,410	\$ 21,410	\$ 0
Total Employment - 2424	7,670	7,670	0
Employment Base - 2006	7,601	7,601	0
Projected Employment - 2433	6,921	6,921	0
Projected Job Growth - 2006-2433	-8.9 %	-8.9 %	0.0 %
Projected Annual Openings - 2006-2433	180	180	0
Special			

Special Occupations:  Maine High Wage - In Demand

### National Job Posting Trends

Trend for Stock Clerks- Stockroom, Warehouse, or Storage Yard and Stock Clerks, Sales Floor



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
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>
Retailing and Retail Operations			
<p>Retailing and Retail Operations. A program that prepares individuals to perform operations associated with retail sales in a variety of settings. Includes instruction in over-the-counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.</p>			
<p>No information on schools for the program</p>			

Maine Statewide Promotion Opportunities for Stock Clerks- Stockroom, Warehouse, or Storage Yard									
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special



43-5081.03	Stock Clerks- Stockroom, Warehouse, or Storage Yard	100	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5081.01	Stock Clerks, Sales Floor	83	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	81	2	970	\$41,950.00	\$22,090.00	-12%	10	
43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$23,330.00	-3%	50	
29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$7,410.00	13%	7	
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	79	1	490	\$23,250.00	\$3,390.00	-19%	13	
43-5051.00	Postal Service Clerks	77	2	580	\$44,780.00	\$24,920.00	-3%	13	
43-5081.04	Order Fillers, Wholesale and Retail Sales	77	2	7,670	\$19,860.00	\$0.00	-9%	180	
43-3071.00	Tellers	77	2	2,970	\$21,770.00	\$1,910.00	18%	184	
43-4031.03	License Clerks	76	2	1,190	\$27,650.00	\$7,790.00	9%	37	
43-3021.01	Statement Clerks	76	2	1,990	\$27,580.00	\$7,720.00	1%	28	
43-9041.02	Insurance Policy Processing Clerks	76	2	1,810	\$31,380.00	\$11,520.00	-8%	22	
35-2021.00	Food Preparation Workers	76	1	5,500	\$20,040.00	\$180.00	10%	245	
41-2031.00	Retail Salespersons	76	2	18,460	\$22,050.00	\$2,190.00	4%	677	
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	75	1	310	\$28,060.00	\$8,200.00	-3%	8	

Special Occupations: ★ Maine High Wage - In Demand

**Top Industries for Stock Clerks, Sales Floor**

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
Warehousing and storage	493100	3.42%	58,300	65,157	11.76%
Employment services	561300	2.57%	43,742	46,324	5.90%
Clothing stores	448100	2.50%	42,692	37,499	-12.16%
Grocery and related product wholesalers	424400	2.26%	38,557	35,278	-8.50%
Pharmacies and drug stores	446110	1.85%	31,599	29,366	-7.07%
General medical and surgical hospitals, public and private	622100	1.51%	25,696	23,804	-7.36%
Miscellaneous nondurable goods merchant wholesalers	424900	1.11%	18,994	17,279	-9.03%
Electronics and appliance stores	443100	0.97%	16,458	13,754	-16.43%
Wholesale electronic markets and agents and brokers	425100	0.95%	16,236	15,416	-5.05%
Office supplies, stationery, and gift stores	453200	0.91%	15,522	10,716	-30.97%
Motor vehicle and motor vehicle parts and supplies merchant wholesalers	423100	0.82%	14,032	13,402	-4.49%
Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%

**Top Industries for Stock Clerks- Stockroom, Warehouse, or Storage Yard**

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
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# TORQ Analysis of Stock Clerks- Stockroom, Warehouse, or Storage Yard to Packers and Packagers, Hand

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Stock Clerks- Stockroom, Warehouse, or Storage Yard	43-5081.03	Abilities:	Importance Level: 50	Weight: 1
To Title:	Packers and Packagers, Hand	53-7064.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS							
Grand TORQ:					<b>81</b>		
Ability TORQ		Skills TORQ		Knowledge TORQ			
Level	94	Level	85	Level	65		
Gaps To Narrow if Possible			Upgrade These Skills		Knowledge to Add		
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt
Manual Dexterity	44	7	56	No Skills Upgrade Required!		No Knowledge Upgrades Required!	
LEVEL and IMPT (IMPORTANCE) refer to the Target Packers and Packagers, Hand. GAP refers to level difference between Stock Clerks- Stockroom, Warehouse, or Storage Yard and Packers and Packagers, Hand.							

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand	Importance
Manual Dexterity	37	44	56
Multilimb Coordination	44	35	53
Trunk Strength	39	37	53
Near Vision	42	37	53
Oral Comprehension	51	41	50
Oral Expression	48	35	50
Speech Recognition	35	30	50
Speech Clarity	37	30	50
Skill Level Comparison - Abilities with importance scores over 69			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand	Importance



Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand	Importance
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Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand	Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand
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	1%	0%	Master's Degree	0%	0%
2-4 years	0%	0%	Post-Bachelor Cert	0%	0%
1-2 years	3%	1%	Bachelors	1%	0%
6-12 months	19%	0%	AA or Equiv	0%	0%
3-6 months	11%	18%	Some College	0%	0%
1-3 months	0%	9%	Post-Secondary Certificate	0%	0%
0-1 month	2%	13%	High Scol Diploma or GED	51%	62%
None	60%	56%	No HSD or GED	46%	36%

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Packers and Packagers, Hand

Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-term on-the-job training

Job Zone Comparison

1 - Job Zone One: Little or No Preparation Needed

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No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.

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Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.

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Tasks

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Packers and Packagers, Hand

Core Tasks

Core Tasks

Generalized Work Activities:

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks.
- Establishing and Maintaining Interpersonal

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.



relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

#### Specific Tasks

##### Occupation Specific Tasks:

- Change the price of books in a warehouse.
- Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.
- Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
- Keep records of production, returned goods, and related transactions.
- Mark selling price by hand on boxes containing merchandise.
- Pin, paste, sew, tie, or staple tickets, tags, or labels to article.
- Put price information on tickets, marking by hand or using ticket-printing machine.
- Record number and types of articles marked and pack articles in boxes.
- Record price, buyer, and grade of product on tickets attached to products auctioned.

#### Detailed Tasks

##### Detailed Work Activities:

- attach or mark identification onto products or containers
- complete record of production
- fill out business or government forms
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials
- package goods for shipment or storage
- perform clerical duties including typing, accepting orders, or sorting mail
- price merchandise
- process returned merchandise
- retrieve or place goods from/into storage
- stock or organize goods
- use computers to enter, access or retrieve data
- use inventory control procedures
- use oral or written communication techniques
- verify completeness or accuracy of data

- 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.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

#### Specific Tasks

##### Occupation Specific Tasks:

- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Load materials and products into package processing equipment.
- Mark and label containers, container tags, or products, using marking tools.
- Measure, weigh, and count products and materials.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.
- Record product, packaging, and order information on specified forms and records.
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Transport packages to customers' vehicles.

#### Detailed Tasks

##### Detailed Work Activities:

- attach or mark identification onto products or containers
- clean rooms or work areas
- examine products or work to verify conformance to specifications
- load or unload material or workpiece into machinery
- load, unload, or stack containers, materials, or products
- maintain production or work records
- measure, weigh, or count products or



materials

- move or fit heavy objects
- operate packaging or banding machine or equipment
- package goods for shipment or storage
- perform safety inspections in manufacturing or industrial setting
- sort manufacturing materials or products
- use hand or power tools
- wrap products

#### Tools - Examples

- Computerized scales
- Electronic water-activated tape dispensers
- Bundling equipment
- Industrial scales
- Forklifts
- Bagging machines
- Glue guns
- Claw hammers
- Heat shrink guns
- Shrink wrap machines
- Pallet jacks
- Label applicators
- Label printers
- Stencil machines
- Vacuum packagers
- Stencil brushes
- Stencil rollers
- Personal computers
- Power nailers
- Power saws
- Power tackers
- Computer scanners
- Straight screwdrivers
- Carton closing staplers
- Electric tabletop staplers



- Combination polypropylene strapping tools
- Strap sealers
- Measuring tapes
- Utility knives
- Strap cutters
- Plastic strap crimpers
- Strapping machines

### Labor Market Comparison

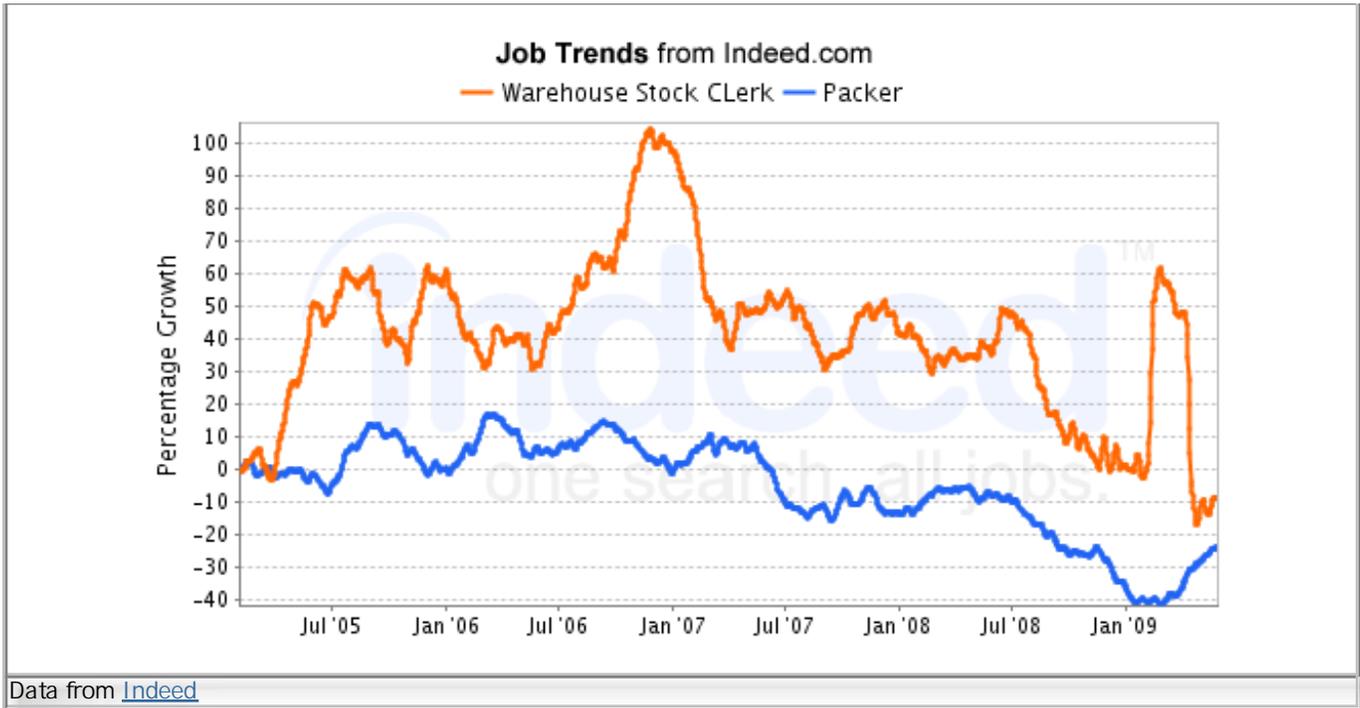
Maine Department of Labor.

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Packers and Packagers, Hand	Difference
Median Wage	\$ 19,860	N/A	N/A
10th Percentile Wage	\$ 15,330	N/A	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 24,350	N/A	N/A
90th Percentile Wage	\$ 30,370	N/A	N/A
Mean Wage	\$ 21,410	N/A	N/A
Total Employment - 2424	7,670	3,780	-3,890
Employment Base - 2006	7,601	3,693	-3,908
Projected Employment - 2433	6,921	3,353	-3,568
Projected Job Growth - 2006-2433	-8.9 %	-9.2 %	-0.3 %
Projected Annual Openings - 2006-2433	180	45	-135
Special			

Special Occupations:  Maine High Wage - In Demand

### National Job Posting Trends

Trend for Stock Clerks- Stockroom, Warehouse, or Storage Yard and Packers and Packagers, Hand



### Programs

No information on programs or the occupation.

### Maine Statewide Promotion Opportunities for Stock Clerks- Stockroom, Warehouse, or Storage Yard

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-5081.03	Stock Clerks- Stockroom, Warehouse, or Storage Yard	100	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5081.01	Stock Clerks, Sales Floor	83	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	81	2	970	\$41,950.00	\$22,090.00	-12%	10	
43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$23,330.00	-3%	50	



29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$7,410.00	13%	7
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	79	1	490	\$23,250.00	\$3,390.00	-19%	13
43-5051.00	Postal Service Clerks	77	2	580	\$44,780.00	\$24,920.00	-3%	13
43-3071.00	Tellers	77	2	2,970	\$21,770.00	\$1,910.00	18%	184
43-5081.04	Order Fillers, Wholesale and Retail Sales	77	2	7,670	\$19,860.00	\$0.00	-9%	180
43-9041.02	Insurance Policy Processing Clerks	76	2	1,810	\$31,380.00	\$11,520.00	-8%	22
43-3021.01	Statement Clerks	76	2	1,990	\$27,580.00	\$7,720.00	1%	28
43-4031.03	License Clerks	76	2	1,190	\$27,650.00	\$7,790.00	9%	37
35-2021.00	Food Preparation Workers	76	1	5,500	\$20,040.00	\$180.00	10%	245
41-2031.00	Retail Salespersons	76	2	18,460	\$22,050.00	\$2,190.00	4%	677
43-2011.00	Switchboard Operators, Including Answering Service	75	2	840	\$22,920.00	\$3,060.00	-12%	18

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Packers and Packers, Hand

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.45%	195,489	170,632	-12.72%
Employment services	561300	16.61%	138,507	140,239	1.25%
Warehousing and storage	493100	4.55%	37,952	40,553	6.85%
Plastics product manufacturing	326100	4.14%	34,557	29,305	-15.20%
Grocery and related product wholesalers	424400	2.27%	18,955	16,581	-12.52%
Animal slaughtering and processing	311600	2.18%	18,192	16,610	-8.70%
Bakeries and tortilla manufacturing	311800	1.99%	16,610	13,573	-18.28%



Other support services	561900	1.84%	15,382	16,858	9.60%
Other food manufacturing	311900	1.47%	12,295	10,313	-16.12%
Electronic shopping and mail-order houses	454100	1.40%	11,700	11,708	0.07%
Converted paper product manufacturing	322200	1.40%	11,679	7,841	-32.87%
Printing and related support activities	323100	1.38%	11,483	7,279	-36.61%
Couriers	492100	1.36%	11,331	9,741	-14.03%
Miscellaneous nondurable goods merchant wholesalers	424900	1.19%	9,911	8,620	-13.02%
Fruit and vegetable preserving and specialty food manufacturing	311400	0.82%	6,843	4,963	-27.47%

### Top Industries for Stock Clerks- Stockroom, Warehouse, or Storage Yard

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
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Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%



# TORQ Analysis of Stock Clerks- Stockroom, Warehouse, or Storage Yard to Counter and Rental Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Stock Clerks- Stockroom, Warehouse, or Storage Yard	43-5081.03	Abilities:	Importance Level: 50	Weight: 1
To Title:	Counter and Rental Clerks	41-2021.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS								
Grand TORQ:						81		
Ability TORQ		Skills TORQ		Knowledge TORQ				
Level		81	Level		91	Level		71
Gaps To Narrow if Possible				Upgrade These Skills		Knowledge to Add		
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	
Near Vision	50	8	56	No Skills Upgrade Required!		No Knowledge Upgrades Required!		
Speech Recognition	41	6	62					
Oral Expression	53	5	72					
Speech Clarity	39	2	65					
LEVEL and IMPT (IMPORTANT) refer to the Target Counter and Rental Clerks. GAP refers to level difference between Stock Clerks- Stockroom, Warehouse, or Storage Yard and Counter and Rental Clerks.								

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental Clerks	Importance
Oral Comprehension	51	46	75
Oral Expression	48	53	72
Speech Clarity	37	39	65
Speech Recognition	35	41	62
Near Vision	42	50	56
Information Ordering	42	37	53
Trunk Strength	39	39	53
Problem Sensitivity	41	34	50



**Skill Level Comparison - Abilities with importance scores over 69**

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental Clerks	Importance
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**Knowledge Level Comparison - Knowledge with importance scores over 69**

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental Clerks	Importance
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**Experience & Education Comparison**

Related Work Experience Comparison				Required Education Level Comparison		
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental Clerks		Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental 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	1%	0%		Master's Degree	0%	0%
2-4 years	0%	3%		Post-Bachelor Cert	0%	0%
1-2 years	3%	2%		Bachelors	1%	0%
6-12 months	19%	3%		AA or Equiv	0%	0%
3-6 months	11%	20%		Some College	0%	0%
1-3 months	0%	0%		Post-Secondary Certificate	0%	0%
0-1 month	2%	3%		High School Diploma or GED	51%	52%
None	60%	66%		No HSD or GED	46%	47%

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Counter and Rental Clerks

**Most Common Educational/Training Requirement:**

Short-term on-the-job training

Short-term on-the-job training

**Job Zone Comparison**

1 - Job Zone One: Little or No Preparation Needed

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No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.

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**Tasks**

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Counter and Rental Clerks

Core Tasks

Core Tasks



## Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
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## Specific Tasks

## Occupation Specific Tasks:

- Change the price of books in a warehouse.
- Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.
- Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
- Keep records of production, returned goods, and related transactions.
- Mark selling price by hand on boxes containing merchandise.
- Pin, paste, sew, tie, or staple tickets, tags, or labels to article.
- Put price information on tickets, marking by hand or using ticket-printing machine.
- Record number and types of articles marked and pack articles in boxes.
- Record price, buyer, and grade of product on tickets attached to products auctioned.

## Detailed Tasks

## Detailed Work Activities:

- attach or mark identification onto products or containers
- complete record of production
- fill out business or government forms
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials
- package goods for shipment or storage
- perform clerical duties including typing, accepting orders, or sorting mail

## Generalized Work Activities:

- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Developing and Building Teams - Encouraging and building mutual trust, respect, and cooperation among team members.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

## Specific Tasks

## Occupation Specific Tasks:

- Advise customers on use and care of merchandise.
- Allocate equipment to participants in sporting events or recreational activities.
- Answer telephones to provide information and receive orders.
- Compute charges for merchandise or services and receive payments.
- Explain rental fees, policies and procedures.
- Greet customers and discuss the type, quality and quantity of merchandise sought for rental.
- Inspect and adjust rental items to meet needs of customer.
- Keep records of transactions, and of the number of customers entering an establishment.
- Prepare merchandise for display, or for purchase or rental.
- Prepare rental forms, obtaining customer signature and other information, such as required licenses.
- Provide information about rental items, such as availability, operation or description.
- Receive orders for services, such as rentals, repairs, dry cleaning, and storage.
- Receive, examine, and tag articles to be altered, cleaned, stored, or repaired.
- Recommend and provide advice on a wide variety of products and services.
- Rent items, arrange for provision of services to customers and accept returns.
- Reserve items for requested times and keep records of items rented.



## accepting orders, or serving them

- price merchandise
- process returned merchandise
- retrieve or place goods from/into storage
- stock or organize goods
- use computers to enter, access or retrieve data
- use inventory control procedures
- use oral or written communication techniques
- verify completeness or accuracy of data

## Detailed Tasks

## Detailed Work Activities:

- advise clients or customers
- answer customer or public inquiries
- arrange merchandise display
- balance cash register
- calculate monetary exchange
- calculate rates for organization's products or services
- clean rooms or work areas
- collect deposit or payment
- demonstrate goods or services
- determine specifications
- fill out business or government forms
- greet customers, guests, visitors, or passengers
- inspect products or materials for damage, defects, or shortages
- issue supplies, materials, or equipment
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- process credit transaction
- provide customer service
- receive or disburse cash related to payments received
- reconcile or balance financial records
- rent item to customer
- sell merchandise
- use cash registers
- use computers to enter, access or retrieve data
- use industry terms or concepts
- use knowledge of metric system
- use oral or written communication techniques

## Tools - Examples

- Pliers
- Wrenches
- Barcode scanners
- Cash registers
- Delivery trucks
- Desktop computers
- Digital cameras
- Credit card processing equipment



- Handtrucks
- Nut drivers
- Personal computers
- Screwdrivers
- Surveillance cameras
- 35 millimeter cameras
- Wire strippers
- Wire cutters

### Labor Market Comparison

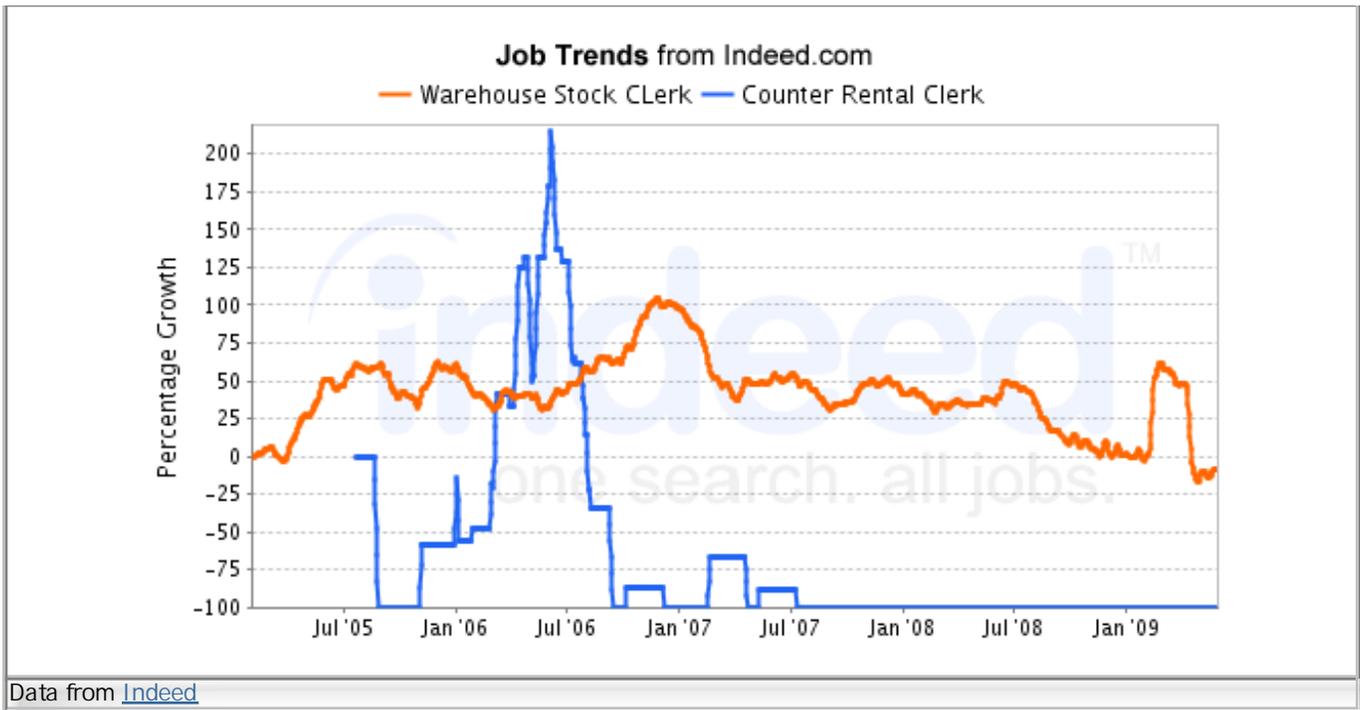
Maine Department of Labor.

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Counter and Rental Clerks	Difference
Median Wage	\$ 19,860	\$ 19,640	\$( 220)
10th Percentile Wage	\$ 15,330	\$ 14,710	\$( 620)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 24,350	\$ 26,200	\$ 1,850
90th Percentile Wage	\$ 30,370	\$ 33,000	\$ 2,630
Mean Wage	\$ 21,410	\$ 22,160	\$ 750
Total Employment - 2424	7,670	1,980	-5,690
Employment Base - 2006	7,601	2,022	-5,579
Projected Employment - 2433	6,921	2,277	-4,644
Projected Job Growth - 2006-2433	-8.9 %	12.6 %	21.5 %
Projected Annual Openings - 2006-2433	180	103	-77
Special			

Special Occupations:  Maine High Wage - In Demand

### National Job Posting Trends

Trend for Stock Clerks- Stockroom, Warehouse, or Storage Yard and Counter and Rental Clerks



Programs
Related Programs
Selling Skills and Sales Operations
<p>Selling Skills and Sales Operations. A program that prepares individuals to possess the skills associated with direct promotion of products and services to potential customers and to function as independent sales representatives and managers. Includes instruction in consumer psychology, image projection, public speaking and interpersonal communications, sales organization and operations, customer relations, professional standards and ethics, and applicable technical skills.</p> <p>No information on schools for the program</p>

### Maine Statewide Promotion Opportunities for Stock Clerks- Stockroom, Warehouse, or Storage Yard

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-5081.03	Stock Clerks-Stockroom, Warehouse, or Storage Yard	100	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5081.01	Stock Clerks, Sales Floor	83	1	7,670	\$19,860.00	\$0.00	-9%	180	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	81	2	970	\$41,950.00	\$22,090.00	-12%	10	



43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$23,330.00	-3%	50
29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$7,410.00	13%	7
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	79	1	490	\$23,250.00	\$3,390.00	-19%	13
43-5051.00	Postal Service Clerks	77	2	580	\$44,780.00	\$24,920.00	-3%	13
43-5081.04	Order Fillers, Wholesale and Retail Sales	77	2	7,670	\$19,860.00	\$0.00	-9%	180
43-3071.00	Tellers	77	2	2,970	\$21,770.00	\$1,910.00	18%	184
43-4031.03	License Clerks	76	2	1,190	\$27,650.00	\$7,790.00	9%	37
43-3021.01	Statement Clerks	76	2	1,990	\$27,580.00	\$7,720.00	1%	28
43-9041.02	Insurance Policy Processing Clerks	76	2	1,810	\$31,380.00	\$11,520.00	-8%	22
35-2021.00	Food Preparation Workers	76	1	5,500	\$20,040.00	\$180.00	10%	245
41-2031.00	Retail Salespersons	76	2	18,460	\$22,050.00	\$2,190.00	4%	677
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	75	1	310	\$28,060.00	\$8,200.00	-3%	8

Special Occupations: ★ Maine High Wage - In Demand

### Top Industries for Counter and Rental Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Consumer goods rental	532200	20.03%	95,468	114,217	19.64%
Drycleaning and laundry services	812300	11.77%	56,113	61,729	10.01%
Automotive equipment rental and leasing	532100	10.16%	48,425	60,440	24.81%
Automobile dealers	441100	6.97%	33,229	41,464	24.78%
Lessors of real estate	531100	6.96%	33,164	40,193	21.19%



Personal care services	812100	3.04%	14,494	17,551	21.09%
Automotive parts, accessories, and tire stores	441300	2.54%	12,107	12,993	7.32%
General rental centers	532300	2.46%	11,723	14,245	21.51%
Activities related to real estate	531300	2.37%	11,297	15,837	40.18%
Commercial and industrial machinery and equipment rental and leasing	532400	2.26%	10,776	14,484	34.41%
Automotive mechanical and electrical repair and maintenance	811110	2.13%	10,129	13,228	30.60%
Grocery stores	445100	2.10%	10,011	12,014	20.02%
Fitness and recreational sports centers	713940	1.63%	7,776	11,397	46.57%
Building material and supplies dealers	444100	1.61%	7,678	10,793	40.57%
Self-employed workers, primary job	000601	0.96%	4,555	5,338	17.19%

### Top Industries for Stock Clerks- Stockroom, Warehouse, or Storage Yard

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
Warehousing and storage	493100	3.42%	58,300	65,157	11.76%
Employment services	561300	2.57%	43,742	46,324	5.90%
Clothing stores	448100	2.50%	42,692	37,499	-12.16%
Grocery and related product wholesalers	424400	2.26%	38,557	35,278	-8.50%
Pharmacies and drug stores	446110	1.85%	31,599	29,366	-7.07%
General medical and surgical hospitals, public and private	622100	1.51%	25,696	23,804	-7.36%
Miscellaneous nondurable goods merchant wholesalers	424900	1.11%	18,994	17,279	-9.03%
Electronics and appliance stores	443100	0.97%	16,458	13,754	-16.43%
Wholesale electronic markets and agents and brokers	425100	0.95%	16,236	15,416	-5.05%
Office supplies, stationery, and gift stores	453200	0.91%	15,522	10,716	-30.97%
Motor vehicle and motor vehicle parts and supplies merchant wholesalers	423100	0.82%	14,032	13,402	-4.49%
Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%



# TORQ Analysis of Stock Clerks- Stockroom, Warehouse, or Storage Yard to Postal Service Mail Sorters, Processors, and Processing Machine Operators

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Stock Clerks- Stockroom, Warehouse, or Storage Yard	43-5081.03	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:								81			
Ability TORQ			Skills TORQ			Knowledge TORQ					
Level			82	Level			82	Level			78
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	37	14	53	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Near Vision	51	9	62								
Perceptual Speed	34	9	50								
Manual Dexterity	44	7	56								
Selective Attention	37	7	50								
Static Strength	46	4	50								
Written Comprehension	41	2	56								
Speech Recognition	37	2	50								
<p>LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Mail Sorters, Processors, and Processing Machine Operators. GAP refers to level difference between Stock Clerks- Stockroom, Warehouse, or Storage Yard and Postal Service Mail Sorters, Processors, and Processing Machine Operators.</p>											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
Near Vision	42	51	62
Written Comprehension	39	41	56



Category Flexibility	39	39	56
Manual Dexterity	37	44	56
Speech Clarity	37	37	56
Oral Expression	48	46	53
Information Ordering	42	34	53
Finger Dexterity	23	37	53
Oral Comprehension	51	46	50
Problem Sensitivity	41	34	50
Perceptual Speed	25	34	50
Selective Attention	30	37	50
Static Strength	42	46	50
Speech Recognition	35	37	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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### Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators
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	1%	0%	Master's Degree	0%	0%
2-4 years	0%	0%	Post-Bachelor Cert	0%	0%
1-2 years	3%	0%	Bachelors	1%	0%
6-12 months	19%	3%	AA or Equiv	0%	0%
3-6 months	11%	18%	Some College	0%	0%
1-3 months	0%	23%	Post-Secondary Certificate	0%	4%
0-1 month	2%	0%	High School Diploma or GED	51%	39%
None	60%	55%	No HSD or GED	46%	54%

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-term on-the-job training

Job Zone Comparison

1 - Job Zone One: Little or No Preparation Needed

2 - Job Zone Two: Some Preparation Needed



<p>No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.</p>	<p>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.</p>
<p>These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.</p>	<p>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.</p>
<p>Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.</p>	<p>Employees in these occupations need anywhere from a few months to one year of working with experienced employees.</p>

**Tasks**

Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators
<p><b>Core Tasks</b></p> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <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>• Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks.</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> <li>• Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.</li> </ul>	<p><b>Core Tasks</b></p> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.</li> <li>• Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.</li> <li>• Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.</li> <li>• Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> </ul>
<p><b>Specific Tasks</b></p> <p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Change the price of books in a warehouse.</li> <li>• Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.</li> <li>• Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.</li> <li>• Keep records of production, returned goods, and related transactions.</li> <li>• Mark selling price by hand on boxes containing merchandise.</li> <li>• Pin, paste, sew, tie, or staple tickets, tags, or labels to article.</li> <li>• Put price information on tickets, marking by hand or using ticket-printing machine.</li> <li>• Record number and types of articles marked and pack articles in boxes.</li> </ul>	<p><b>Specific Tasks</b></p> <p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Accept and check containers of mail from large volume mailers, couriers, and contractors.</li> <li>• Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.</li> <li>• Cancel letter or parcel post stamps by hand.</li> <li>• Check items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that items are in a suitable condition for processing.</li> <li>• Clear jams in sorting equipment.</li> <li>• Direct items according to established routing schemes, using computer controlled keyboards or voice recognition equipment.</li> <li>• Distribute incoming mail into the correct boxes or pigeonholes.</li> </ul>



- Record price, buyer, and grade or product on tickets attached to products auctioned.

#### Detailed Tasks

##### Detailed Work Activities:

- attach or mark identification onto products or containers
- complete record of production
- fill out business or government forms
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials
- package goods for shipment or storage
- perform clerical duties including typing, accepting orders, or sorting mail
- price merchandise
- process returned merchandise
- retrieve or place goods from/into storage
- stock or organize goods
- use computers to enter, access or retrieve data
- use inventory control procedures
- use oral or written communication techniques
- verify completeness or accuracy of data

- Dump sacks of mail onto conveyors for culling and sorting.
- Load and unload mail trucks, sometimes lifting containers of mail onto equipment that transports items to sorting stations.
- Move containers of mail, using equipment such as forklifts and automated "trains."
- Open and label mail containers.
- Operate various types of equipment, such as computer scanning equipment, addressographs, mimeographs, optical character readers, and bar-code sorters.
- Rewrap soiled or broken parcels.
- Search directories to find correct addresses for redirected mail.
- Serve the public at counters or windows, such as by selling stamps and weighing parcels.
- Sort odd-sized mail by hand, sort mail that other workers have been unable to sort, and segregate items requiring special handling.
- Supervise other mail sorters.
- Train new workers.
- Weigh articles to determine required postage.

#### Detailed Tasks

##### Detailed Work Activities:

- calculate monetary exchange
- conduct training for personnel
- direct and coordinate activities of workers or staff
- distribute correspondence or mail
- insert mail into slots of mail rack
- inspect machinery or equipment to determine adjustments or repairs needed
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- load, unload, or stack containers, materials, or products
- maintain records, reports, or files
- make minor repairs to mechanical equipment
- measure, weigh, or count products or materials
- monitor operation of mail preparation or handling machines
- operate alpha or numeric mail sorting systems
- operate scanner
- process mail through postage machine
- provide customer service
- sell products or services
- sort mail letters or packages



- use computers to enter, access or retrieve data
- use oral or written communication techniques

## Labor Market Comparison

Maine Department of Labor.

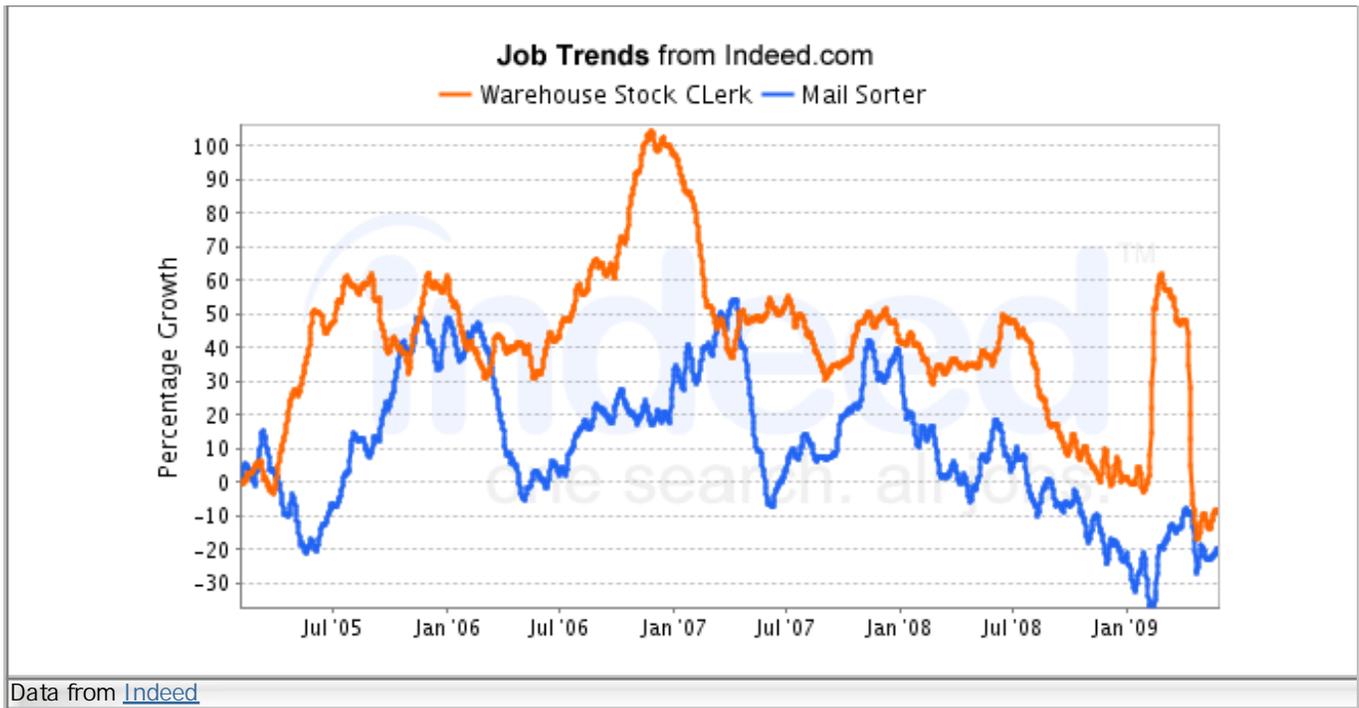
Description	Stock Clerks- Stockroom, Warehouse, or Storage Yard	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Difference
Median Wage	\$ 19,860	\$ 41,950	\$ 22,090
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25th Percentile Wage	N/A	N/A	N/A
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90th Percentile Wage	\$ 30,370	\$ 49,170	\$ 18,800
Mean Wage	\$ 21,410	\$ 37,630	\$ 16,220
Total Employment - 2424	7,670	970	-6,700
Employment Base - 2006	7,601	961	-6,640
Projected Employment - 2433	6,921	845	-6,076
Projected Job Growth - 2006-2433	-8.9 %	-12.1 %	-3.1 %
Projected Annual Openings - 2006-2433	180	10	-170
Special			

Special Occupations:

★ Maine High Wage - In Demand

## National Job Posting Trends

Trend for Stock Clerks- Stockroom, Warehouse, or Storage Yard and Postal Service Mail Sorters, Processors, and Processing Machine Operators



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

Maine Statewide Promotion Opportunities for Stock Clerks- Stockroom, Warehouse, or Storage Yard									
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41-2031.00	Retail Salespersons	76	2	18,460	\$22,050.00	\$2,190.00	4%	677
43-2011.00	Switchboard Operators, Including Answering Service	75	2	840	\$22,920.00	\$3,060.00	-12%	18

Special Occupations: ★ Maine High Wage - In Demand

**Top Industries for Postal Service Mail Sorters, Processors, and Processing Machine Operators**

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
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Postal service	491100	99.96%	197,637	181,070	-8.38%
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### Top Industries for Stock Clerks- Stockroom, Warehouse, or Storage Yard

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
Warehousing and storage	493100	3.42%	58,300	65,157	11.76%
Employment services	561300	2.57%	43,742	46,324	5.90%
Clothing stores	448100	2.50%	42,692	37,499	-12.16%
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Miscellaneous nondurable goods merchant wholesalers	424900	1.11%	18,994	17,279	-9.03%
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Wholesale electronic markets and agents and brokers	425100	0.95%	16,236	15,416	-5.05%
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Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%

## 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)