



# TORQ Analysis of Office Machine Operators, Except Computer to Mail Clerks and Mail Machine Operators, Except Postal Service

## ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Office Machine Operators, Except Computer	43-9071.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## TORQ RESULTS

Grand TORQ:

90

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	92	Level	92	Level	85

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Category Flexibility	41	4	53	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Finger Dexterity	41	4	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Mail Clerks and Mail Machine Operators, Except Postal Service. GAP refers to level difference between Office Machine Operators, Except Computer and Mail Clerks and Mail Machine Operators, Except Postal Service.

## ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Office Machine Operators, Except Computer	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance
Near Vision	48	41	59
Category Flexibility	37	41	53
Selective Attention	41	39	53
Oral Comprehension	44	44	50
Problem Sensitivity	42	37	50
Information Ordering	44	37	50
Finger Dexterity	37	41	50
Speech Recognition	37	37	50

Skill Level Comparison - Abilities with importance scores over 69



Description	Office Machine Operators, Except Computer	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Office Machine Operators, Except Computer	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance

Experience & Education Comparison			
Related Work Experience Comparison		Required Education Level Comparison	
Description	Office Machine Operators, Except Computer	Description	Office Machine Operators, Except Computer
			Mail Clerks and Mail Machine Operators, Except Postal Service
10+ years	0%	Doctoral	0%
8-10 years	0%	Professional Degree	0%
6-8 years	0%	Post-Masters Cert	0%
4-6 years	0%	Master's Degree	0%
2-4 years	4%	Post-Bachelor Cert	0%
1-2 years	20%	Bachelors	0%
6-12 months	0%	AA or Equiv	7%
3-6 months	0%	Some College	7%
1-3 months	8%	Post-Secondary Certificate	0%
0-1 month	0%	High School Diploma or GED	61%
None	67%	No HSD or GED	23%
			63%
Office Machine Operators, Except Computer		Mail Clerks and Mail Machine Operators, Except Postal Service	
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.	
These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.		These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.	
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.		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.	

Tasks	
Office Machine Operators, Except Computer	Mail Clerks and Mail Machine Operators, Except Postal Service
Core Tasks	Core Tasks



## Generalized Work Activities:

- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- 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.

## Specific Tasks

## Occupation Specific Tasks:

- Clean and file master copies or plates.
- Clean machines, perform minor repairs, and report major repair needs.
- Complete records of production, including work volumes and outputs, materials used, and any backlogs.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Cut copies apart and write identifying information, such as page numbers or titles, on copies.
- Deliver completed work.
- File and store completed documents.
- Load machines with materials such as blank paper or film.
- Maintain stock of supplies, and requisition any needed items.
- Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- Move heat units and clamping frames over screen beds to form Braille impressions on pages; then raise frames to release individual copies.
- Operate auxiliary machines such as collators, pad and tablet making machines, staplers, and paper punching, folding, cutting, and perforating machines.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed

## Generalized Work Activities:

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- 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.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- 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.

## Specific Tasks

## Occupation Specific Tasks:

- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Add ink, fill paste reservoirs, and change machine ribbons when necessary.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- Answer inquiries regarding shipping or mailing policies.
- Clear jams in sortation equipment.
- Contact delivery or courier services to arrange delivery of letters and parcels.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.
- Fold letters or circulars and insert them in envelopes.
- Insert material for printing or addressing into loading racks on machines, select type or die sizes, and position plates, stencils, or tapes in machine magazines.
- Inspect mail machine output for defects; determine how to eliminate causes of any defects.
- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations.
- Mail merchandise samples or promotional literature in response to requests.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing



originals into feed rolls, or position originals on tables beneath camera lenses.

- Prepare and process papers for use in scanning, microfilming, and microfiche.
- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.
- Sort, assemble, and proof completed work.

#### Detailed Tasks

##### Detailed Work Activities:

- collate printed materials
- demonstrate or explain assembly or use of equipment
- examine documents for completeness, accuracy, or conformance to standards
- maintain duplicating equipment
- maintain records, reports, or files
- operate business machines
- operate collating machine
- operate duplicating equipment
- operate printing equipment/machinery
- operate scanner
- perform office equipment maintenance not requiring service call
- select materials or tools
- set up production equipment or machinery
- use computers to enter, access or retrieve data
- use knowledge of paper characteristics in publishing or printing processes
- use oral or written communication techniques

schemes.

- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Release packages or letters to customers upon presentation of written notices or other identification.
- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Remove from machines printed materials such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Seal or open envelopes, by hand or by using machines.
- Sell mail products, and accept payment for products and mailing charges.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Stamp dates and times of receipt of incoming mail.
- Start machines that automatically feed plates, stencils, or tapes through mechanisms, and observe machine operations in order to detect any malfunctions.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Wrap packages or bundles by hand, or by using tying machines.

#### Detailed Tasks

##### Detailed Work Activities:

- answer customer or public inquiries
- demonstrate or explain assembly or use of equipment
- distribute correspondence or mail
- fill out business or government forms
- insert mail into slots of mail rack
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- maintain inventory of office forms
- maintain records, reports, or files
- measure, weigh, or count products or



- materials
- monitor operation of document sorting machine
  - monitor operation of mail preparation or handling machines
  - operate alpha or numeric mail sorting systems
  - operate business machines
  - operate printing equipment/machinery
  - package goods for shipment or storage
  - process mail through postage machine
  - process orders for merchandise
  - proofread printed or written material
  - provide customer service
  - provide customer service in postal or mail service setting
  - read work order, instructions, formulas, or processing charts
  - set up production equipment or machinery
  - 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	Office Machine Operators, Except Computer	Mail Clerks and Mail Machine Operators, Except Postal Service	Difference
Median Wage	\$ 26,260	\$ 23,250	\$( 3,010)
10th Percentile Wage	\$ 14,660	\$ 15,120	\$ 460
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 32,830	\$ 28,470	\$( 4,360)
90th Percentile Wage	\$ 36,540	\$ 33,170	\$( 3,370)
Mean Wage	\$ 26,060	\$ 23,730	\$( 2,330)
Total Employment - 2437	190	490	300
Employment Base - 2006	178	485	307
Projected Employment - 2446	169	395	226
Projected Job Growth - 2006-2446	-5.0 %	-18.5 %	-13.5 %
Projected Annual Openings - 2006-2446	6	13	7
Special			



## Special Occupations:

## National Job Posting Trends

Trend for Office Machine Operators, Except Computer and Mail Clerks and Mail Machine Operators, Except Postal Service

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

## Programs

## Related Programs

## General Office/Clerical and Typing Services

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

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

## Maine Statewide Promotion Opportunities for Office Machine Operators, Except Computer

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-9071.00	Office Machine Operators, Except Computer	100	1	190	\$26,260.00	\$0.00	-5%	6	



43-9031.00	Desktop Publishers	88	3	130	\$32,200.00	\$5,940.00	14%	5	
43-5051.00	Postal Service Clerks	86	2	580	\$44,780.00	\$18,520.00	-3%	13	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	86	2	970	\$41,950.00	\$15,690.00	-12%	10	
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	86	2	1,700	\$29,700.00	\$3,440.00	-14%	26	
51-6092.00	Fabric and Apparel Patternmakers	84	2	20	\$29,670.00	\$3,410.00	-6%	0	
51-9131.00	Photographic Process Workers	84	2	50	\$28,860.00	\$2,600.00	-43%	2	
51-4121.07	Solderers and Brazers	84	2	1,610	\$38,030.00	\$11,770.00	7%	49	★
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	83	1	310	\$28,060.00	\$1,800.00	-3%	8	
51-2021.00	Coil Winders, Tapers, and Finishers	83	2	90	\$31,910.00	\$5,650.00	-53%	1	
41-2022.00	Parts Salespersons	82	2	1,390	\$27,760.00	\$1,500.00	-7%	16	
43-5041.00	Meter Readers, Utilities	82	1	90	\$31,240.00	\$4,980.00	-11%	3	
43-5071.00	Shipping, Receiving, and Traffic Clerks	82	2	2,660	\$26,320.00	\$60.00	-1%	63	
51-3021.00	Butchers and Meat Cutters	82	2	430	\$31,310.00	\$5,050.00	5%	16	
43-5061.00	Production, Planning, and Expediting Clerks	81	2	1,320	\$38,490.00	\$12,230.00	-1%	35	

Special Occupations:

### Top Industries for Mail Clerks and Mail Machine Operators, Except Postal Service



Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Advertising and related services	541800	13.09%	19,902	20,577	3.39%
Employment services	561300	6.47%	9,834	9,148	-6.98%
Newspaper publishers	511110	5.47%	8,311	5,233	-37.03%
Federal government, excluding postal service	919999	4.85%	7,382	5,130	-30.52%
Management of companies and enterprises	551100	3.77%	5,728	4,853	-15.27%
Religious organizations	813100	3.71%	5,649	4,983	-11.79%
Data processing, hosting, and related services	518200	3.58%	5,446	5,411	-0.64%
Colleges, universities, and professional schools, public and private	611300	3.16%	4,809	3,954	-17.77%
Printing and related support activities	323100	2.83%	4,298	2,503	-41.76%
Couriers	492100	2.30%	3,494	2,760	-21.02%
Direct insurance (except life, health, and medical) carriers	524120	2.24%	3,403	2,615	-23.18%
Depository credit intermediation	522100	2.16%	3,284	2,461	-25.06%
Electronic shopping and mail-order houses	454100	1.84%	2,798	2,572	-8.06%
Legal services	541100	1.82%	2,760	2,228	-19.27%
Insurance agencies and brokerages	524210	1.42%	2,165	1,800	-16.86%

### Top Industries for Office Machine Operators, Except Computer

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	9.53%	8,953	7,302	-18.44%
Data processing, hosting, and related services	518200	8.52%	8,001	8,654	8.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	5.43%	5,101	4,757	-6.75%
Printing and related support activities	323100	5.19%	4,876	3,091	-36.61%
Management of companies and enterprises	551100	4.00%	3,756	3,464	-7.78%
Employment services	561300	3.22%	3,021	3,058	1.25%
Monetary authorities - central bank	521100	2.93%	2,753	2,664	-3.25%
Legal services	541100	2.58%	2,425	2,131	-12.13%
Office supplies, stationery, and gift stores	453200	1.87%	1,760	1,161	-34.00%
Local government, excluding education and hospitals	939300	1.74%	1,637	1,471	-10.13%
Colleges, universities, and professional schools, public and private	611300	1.66%	1,561	1,397	-10.50%
Activities related to credit intermediation	522300	1.56%	1,466	1,519	3.59%



Direct insurance (except life, health, and medical) carriers	524120	1.35%	1,271	1,063	-16.38%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.08%	1,012	960	-5.12%
Elementary and secondary schools, public and private	611100	1.03%	969	817	-15.70%



# TORQ Analysis of Office Machine Operators, Except Computer to Desktop Publishers

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Office Machine Operators, Except Computer	43-9071.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Desktop Publishers	43-9031.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS					
Grand TORQ:					88
Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 80	Level	 91	Level	 95

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Imp	Skill	Level	Gap	Imp	Knowledge	Level	Gap	Imp
Fluency of Ideas	55	21	65	No Skills Upgrade Required!				Mechanical	28	4	69
Written Expression	50	18	68								
Originality	51	19	62								
Visualization	57	16	72								
Near Vision	62	14	78								
Category Flexibility	51	14	59								
Written Comprehension	51	10	81								
Oral Comprehension	55	11	68								
Oral Expression	53	12	62								
Speech Clarity	44	12	62								
Flexibility of Closure	50	13	56								
Speech Recognition	48	11	56								
Inductive Reasoning	48	9	53								
Deductive Reasoning	46	7	53								
Information Ordering	50	6	56								
Visual Color Discrimination	48	6	56								
Finger Dexterity	42	5	50								



Problem Sensitivity	44	2	65
Selective Attention	42	1	59

LEVEL and IMPT (IMPORTANCE) refer to the Target Desktop Publishers. GAP refers to level difference between Office Machine Operators, Except Computer and Desktop Publishers.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Office Machine Operators, Except Computer	Desktop Publishers	Importance
Written Comprehension	41	51	81
Near Vision	48	62	78
Visualization	41	57	72
Oral Comprehension	44	55	68
Written Expression	32	50	68
Fluency of Ideas	34	55	65
Problem Sensitivity	42	44	65
Oral Expression	41	53	62
Originality	32	51	62
Speech Clarity	32	44	62
Category Flexibility	37	51	59
Selective Attention	41	42	59
Information Ordering	44	50	56
Flexibility of Closure	37	50	56
Visual Color Discrimination	42	48	56
Speech Recognition	37	48	56
Deductive Reasoning	39	46	53
Inductive Reasoning	39	48	53
Finger Dexterity	37	42	50

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

Description	Office Machine Operators, Except Computer	Desktop Publishers	Importance
Mechanical	24	28	69

### Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Office Machine Operators, Except Computer	Desktop Publishers	Importance
Mechanical	24	28	69

## Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Office Machine Operators, Except Computer	Desktop Publishers	Description	Office Machine Operators, Except	Desktop Publishers



		Computer	
10+ years	0%	0%	
8-10 years	0%	0%	
6-8 years	0%	0%	
4-6 years	0%	32%	
2-4 years	4%	11%	
1-2 years	20%	33%	
6-12 months	0%	15%	
3-6 months	0%	1%	
1-3 months	8%	3%	
0-1 month	0%	0%	
None	67%	1%	
			Doctoral
			Professional Degree
			Post-Masters Cert
			Master's Degree
			Post-Bachelor Cert
			Bachelors
			AA or Equiv
			Some College
			Post-Secondary Certificate
			High School Diploma or GED
			No HSD or GED

Office Machine Operators, Except Computer

Desktop Publishers

## Most Common Educational/Training Requirement:

Short-term on-the-job training

Postsecondary vocational award

## Job Zone Comparison

## 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.

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

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.

## 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.

## Tasks

## Office Machine Operators, Except Computer

## Desktop Publishers

## Core Tasks

## Core Tasks

## Generalized Work Activities:

- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- 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

## 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.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

## Specific Tasks



making, scanning, marking, stripping, and handling of materials.

### Specific Tasks

#### Occupation Specific Tasks:

- Clean and file master copies or plates.
- Clean machines, perform minor repairs, and report major repair needs.
- Complete records of production, including work volumes and outputs, materials used, and any backlogs.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Cut copies apart and write identifying information, such as page numbers or titles, on copies.
- Deliver completed work.
- File and store completed documents.
- Load machines with materials such as blank paper or film.
- Maintain stock of supplies, and requisition any needed items.
- Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- Move heat units and clamping frames over screen beds to form Braille impressions on pages; then raise frames to release individual copies.
- Operate auxiliary machines such as collators, pad and tablet making machines, staplers, and paper punching, folding, cutting, and perforating machines.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Prepare and process papers for use in scanning, microfilming, and microfiche.
- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.
- Sort, assemble, and proof completed work.

### Detailed Tasks

#### Detailed Work Activities:

- collate printed materials

• demonstrate or explain assembly or use of

### Occupation Specific Tasks:

- Check preliminary and final proofs for errors and make necessary corrections.
- Collaborate with graphic artists, editors and writers to produce master copies according to design specifications.
- Convert various types of files for printing or for the Internet, using computer software.
- Create special effects such as vignettes, mosaics, and image combining, and add elements such as sound and animation to electronic publications.
- Edit graphics and photos using pixel or bitmap editing, airbrushing, masking, or image retouching.
- Enter data, such as coordinates of images and color specifications, into system to retouch and make color corrections.
- Enter digitized data into electronic prepress system computer memory, using scanner, camera, keyboard, or mouse.
- Enter text into computer keyboard and select the size and style of type, column width and appropriate spacing for printed materials.
- Import text and art elements such as electronic clip-art or electronic files from photographs that have been scanned or produced with a digital camera, using computer software.
- Load floppy disks or tapes containing information into system.
- Operate desktop publishing software and equipment to design, lay out, and produce camera-ready copy.
- Position text and art elements from a variety of databases in a visually appealing way to design print or web pages, using knowledge of type styles and size and layout patterns.
- Prepare sample layouts for approval, using computer software.
- Select number of colors and determine color separations.
- Store copies of publications on paper, magnetic tape, film or diskette.
- Study layout or other design instructions to determine work to be done and sequence of operations.
- Transmit, deliver or mail publication master to printer for production into film and plates.
- View monitors for visual representation of work in progress and for instructions and feedback throughout process, making modifications as necessary.

### Detailed Tasks



- demonstrate or explain assembly or use of equipment
- examine documents for completeness, accuracy, or conformance to standards
- maintain duplicating equipment
- maintain records, reports, or files
- operate business machines
- operate collating machine
- operate duplicating equipment
- operate printing equipment/machinery
- operate scanner
- perform office equipment maintenance not requiring service call
- select materials or tools
- set up production equipment or machinery
- use computers to enter, access or retrieve data
- use knowledge of paper characteristics in publishing or printing processes
- use oral or written communication techniques

## Detailed Work Activities:

- achieve special camera effects
- create art from ideas
- design advertising layouts
- develop new office forms
- develop tables depicting data
- distinguish details in graphic arts material
- identify color or balance
- inspect manufactured products or materials
- load tapes, disks or paper into computers or peripherals
- operate cameras
- operate scanner
- paste up materials to be printed
- prepare artwork for camera or press
- proofread printed or written material
- read technical drawings
- read work order, instructions, formulas, or processing charts
- select materials or tools
- set page layout or composition
- use computer graphics design software
- use computers to enter, access or retrieve data
- use desktop publishing software
- use graphic arts techniques
- use knowledge of paper characteristics in publishing or printing processes
- use word processing or desktop publishing software

## Tools - Examples

- Desktop computers
- Pen tablets
- Laser printers
- Notebook computers
- Scanners

## Labor Market Comparison

Maine Department of Labor.

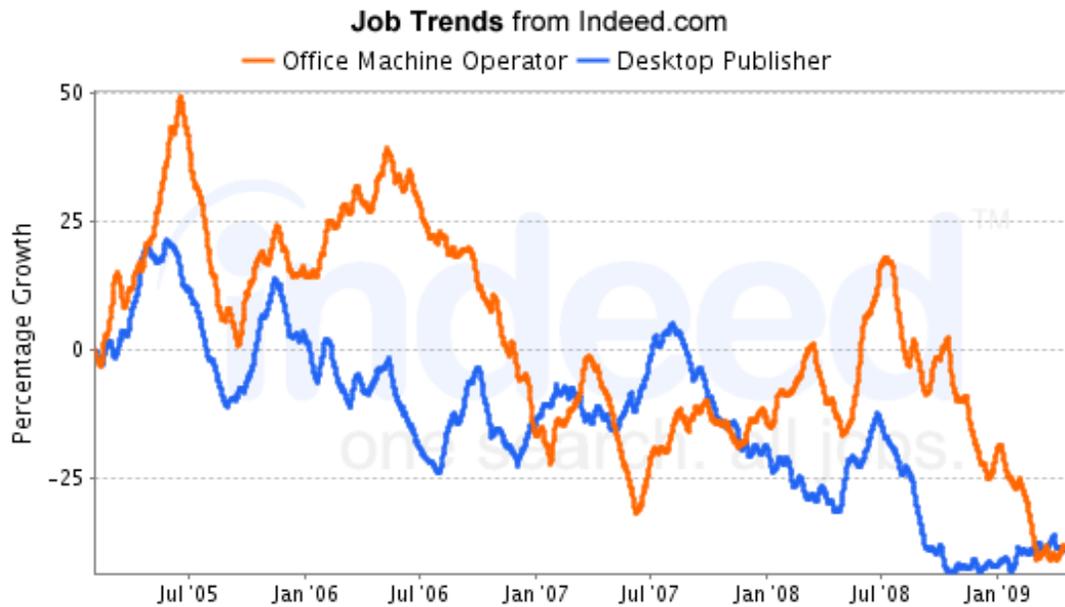
Description	Office Machine Operators, Except Computer	Desktop Publishers	Difference
Median Wage	\$ 26,260	\$ 32,200	\$ 5,940
10th Percentile Wage	\$ 14,660	\$ 25,640	\$ 10,980
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 32,830	\$ 37,710	\$ 4,880



90th Percentile Wage	\$ 36,540	\$ 44,040	\$ 7,500
Mean Wage	\$ 26,060	\$ 33,360	\$ 7,300
Total Employment - 2437	190	130	-60
Employment Base - 2006	178	137	-41
Projected Employment - 2446	169	156	-13
Projected Job Growth - 2006-2446	-5.0 %	13.9 %	18.9 %
Projected Annual Openings - 2006-2446	6	5	-1
Special			
Special Occupations:			

## National Job Posting Trends

Trend for Office Machine Operators, Except Computer and Desktop Publishers



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

## Programs

### Related Programs

#### Prepress/Desktop Publishing and Digital Imaging Design

Prepress/Desktop Publishing and Digital Imaging Design. A program that prepares individuals to apply technical knowledge and skills to the layout, design and typographic arrangement of printed and/or electronic graphic and textual products. Includes instruction in printing and lithographic equipment and operations; computer hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design and web page design.

No information on schools for the program



### Maine Statewide Promotion Opportunities for Office Machine Operators, Except Computer

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-9071.00	Office Machine Operators, Except Computer	100	1	190	\$26,260.00	\$0.00	-5%	6	
43-9031.00	Desktop Publishers	88	3	130	\$32,200.00	\$5,940.00	14%	5	
43-5051.00	Postal Service Clerks	86	2	580	\$44,780.00	\$18,520.00	-3%	13	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	86	2	970	\$41,950.00	\$15,690.00	-12%	10	
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	86	2	1,700	\$29,700.00	\$3,440.00	-14%	26	
51-6092.00	Fabric and Apparel Patternmakers	84	2	20	\$29,670.00	\$3,410.00	-6%	0	
51-9131.00	Photographic Process Workers	84	2	50	\$28,860.00	\$2,600.00	-43%	2	
51-4121.07	Solderers and Brazers	84	2	1,610	\$38,030.00	\$11,770.00	7%	49	★
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	83	1	310	\$28,060.00	\$1,800.00	-3%	8	
51-2021.00	Coil Winders, Tapers, and Finishers	83	2	90	\$31,910.00	\$5,650.00	-53%	1	
41-2022.00	Parts Salespersons	82	2	1,390	\$27,760.00	\$1,500.00	-7%	16	
43-5041.00	Meter Readers, Utilities	82	1	90	\$31,240.00	\$4,980.00	-11%	3	
43-5071.00	Shipping, Receiving, and Traffic Clerks	82	2	2,660	\$26,320.00	\$60.00	-1%	63	



51-3021.00	Butchers and Meat Cutters	82	2	430	\$31,310.00	\$5,050.00	5%	16	
43-5061.00	Production, Planning, and Expediting Clerks	81	2	1,320	\$38,490.00	\$12,230.00	-1%	35	
Special Occupations:									

### Top Industries for Desktop Publishers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Printing and related support activities	323100	24.00%	7,638	6,052	-20.77%
Newspaper publishers	511110	11.44%	3,642	3,120	-14.33%
Management of companies and enterprises	551100	4.37%	1,390	1,603	15.28%
Advertising and related services	541800	2.52%	802	905	12.83%
Self-employed workers, secondary job	000602	2.17%	692	689	-0.45%
Specialized design services	541400	2.09%	666	891	33.81%
Colleges, universities, and professional schools, public and private	611300	1.68%	535	598	11.87%
Religious organizations	813100	1.41%	449	538	20.01%
Computer systems design and related services	541500	1.32%	419	566	35.02%
Office supplies, stationery, and gift stores	453200	1.10%	349	288	-17.50%
Local government, excluding education and hospitals	939300	0.96%	306	344	12.34%
Employment services	561300	0.80%	254	322	26.56%
Management, scientific, and technical consulting services	541600	0.77%	244	435	78.53%
Software publishers	511200	0.68%	217	279	28.76%
Internet publishing and broadcasting	516100	0.61%	194	272	40.33%

### Top Industries for Office Machine Operators, Except Computer

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	9.53%	8,953	7,302	-18.44%
Data processing, hosting, and related services	518200	8.52%	8,001	8,654	8.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	5.43%	5,101	4,757	-6.75%
Printing and related support activities	323100	5.19%	4,876	3,091	-36.61%
Management of companies and enterprises	551100	4.00%	3,756	3,464	-7.78%



Employment services	561300	3.22%	3,021	3,058	1.25%
Monetary authorities - central bank	521100	2.93%	2,753	2,664	-3.25%
Legal services	541100	2.58%	2,425	2,131	-12.13%
Office supplies, stationery, and gift stores	453200	1.87%	1,760	1,161	-34.00%
Local government, excluding education and hospitals	939300	1.74%	1,637	1,471	-10.13%
Colleges, universities, and professional schools, public and private	611300	1.66%	1,561	1,397	-10.50%
Activities related to credit intermediation	522300	1.56%	1,466	1,519	3.59%
Direct insurance (except life, health, and medical) carriers	524120	1.35%	1,271	1,063	-16.38%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.08%	1,012	960	-5.12%
Elementary and secondary schools, public and private	611100	1.03%	969	817	-15.70%



## TORQ Analysis of Office Machine Operators, Except Computer to Postal Service Mail Sorters, Processors, and Processing Machine Operators

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Office Machine Operators, Except Computer	43-9071.00	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:								86			
Ability TORQ			Skills TORQ			Knowledge TORQ					
Level			88	Level			83	Level			
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Static Strength	46	16	50	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Manual Dexterity	44	9	56								
Speech Clarity	37	5	56								
Oral Expression	46	5	53								
Near Vision	51	3	62								
Category Flexibility	39	2	56								
Oral Comprehension	46	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 Office Machine Operators, Except Computer and Postal Service Mail Sorters, Processors, and Processing Machine Operators.</p>											

ASK ANALYSIS			
Ability Level Comparison - Abilities with importance scores over 50			
Description	Office Machine Operators, Except Computer	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
Near Vision	48	51	62
Written Comprehension	41	41	56
Category Flexibility	37	39	56
Manual Dexterity	35	44	56



Speech Clarity	32	37	56
Oral Expression	41	46	53
Information Ordering	44	34	53
Finger Dexterity	37	37	53
Oral Comprehension	44	46	50
Problem Sensitivity	42	34	50
Perceptual Speed	37	34	50
Selective Attention	41	37	50
Static Strength	30	46	50
Speech Recognition	37	37	50

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

Description	Office Machine Operators, Except Computer	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Office Machine Operators, Except Computer	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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## Experience &amp; Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Office Machine Operators, Except Computer	Postal Service Mail Sorters, Processors, and Processing Machine Operators		Description	Office Machine Operators, Except Computer	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	0%	0%		Master's Degree	0%	0%	
2-4 years	4%	0%		Post-Bachelor Cert	0%	0%	
1-2 years	20%	0%		Bachelors	0%	0%	
6-12 months	0%	3%		AA or Equiv	7%	0%	
3-6 months	0%	18%		Some College	7%	0%	
1-3 months	8%	23%		Post-Secondary Certificate	0%	4%	
0-1 month	0%	0%		High School Diploma or GED	61%	39%	
None	67%	55%		No HSD or GED	23%	54%	
Office Machine Operators, Except Computer				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			



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.

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

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.

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.

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 need anywhere from a few months to one year of working with experienced employees.

## Tasks

### Office Machine Operators, Except Computer

#### Core Tasks

##### Generalized Work Activities:

- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- 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.

#### Specific Tasks

##### Occupation Specific Tasks:

- Clean and file master copies or plates.
- Clean machines, perform minor repairs, and report major repair needs.
- Complete records of production, including work volumes and outputs, materials used, and any backlogs.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Cut copies apart and write identifying information, such as page numbers or titles, on copies.
- Deliver completed work.
- File and store completed documents.
- Load machines with materials such as blank paper or film.

### Postal Service Mail Sorters, Processors, and Processing Machine Operators

#### Core Tasks

##### Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- 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.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

#### Specific Tasks

##### Occupation Specific Tasks:

- Accept and check containers of mail from large volume mailers, couriers, and contractors.
- Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.
- Cancel letter or parcel post stamps by hand.
- 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.
- Clear jams in sorting equipment.
- Direct items according to established routing schemes, using computer controlled keyboards or voice recognition equipment.
- Distribute incoming mail into the correct boxes or pigeonholes.



- Maintain stock of supplies, and requisition any needed items.
- Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- Move heat units and clamping frames over screen beds to form Braille impressions on pages; then raise frames to release individual copies.
- Operate auxiliary machines such as collators, pad and tablet making machines, staplers, and paper punching, folding, cutting, and perforating machines.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Prepare and process papers for use in scanning, microfilming, and microfiche.
- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.
- Sort, assemble, and proof completed work.

#### Detailed Tasks

##### Detailed Work Activities:

- collate printed materials
- demonstrate or explain assembly or use of equipment
- examine documents for completeness, accuracy, or conformance to standards
- maintain duplicating equipment
- maintain records, reports, or files
- operate business machines
- operate collating machine
- operate duplicating equipment
- operate printing equipment/machinery
- operate scanner
- perform office equipment maintenance not requiring service call
- select materials or tools
- set up production equipment or machinery
- use computers to enter, access or retrieve data
- use knowledge of paper characteristics in publishing or printing processes
- use oral or written communication techniques

- 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

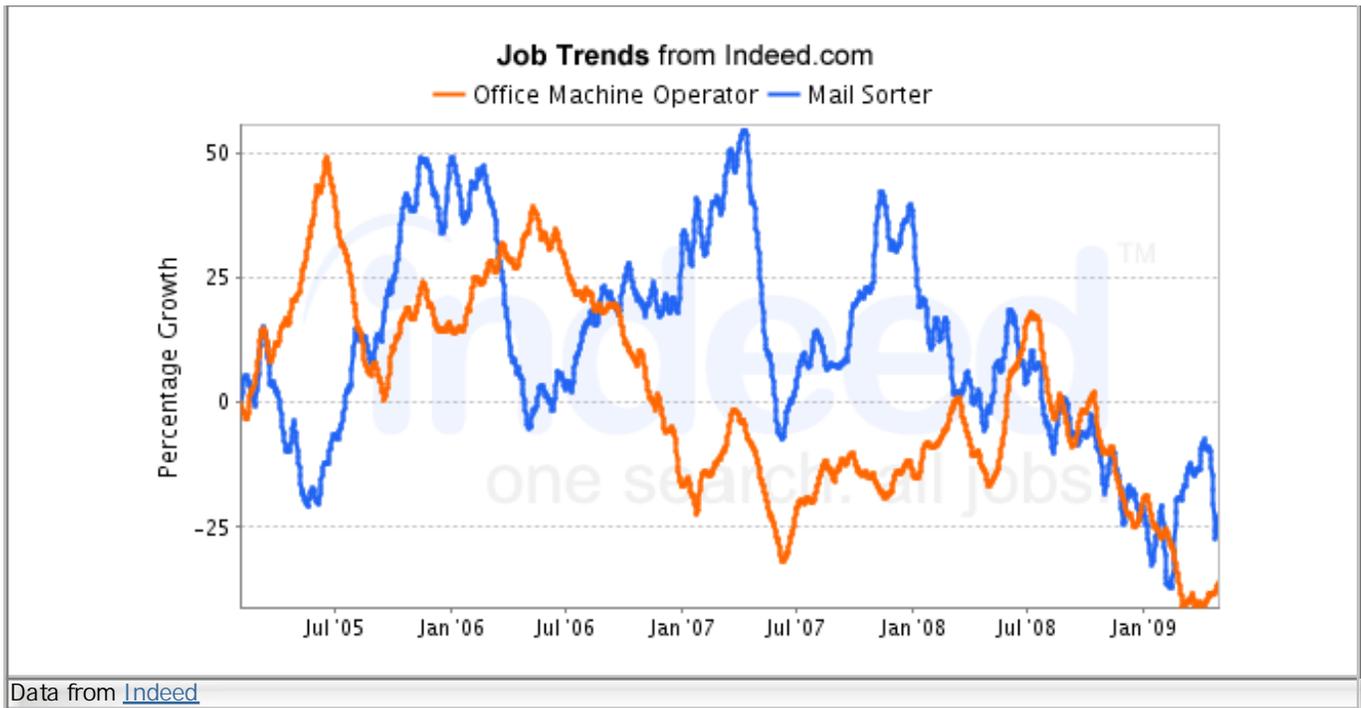
Maine Department of Labor.

Description	Office Machine Operators, Except Computer	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Difference
Median Wage	\$ 26,260	\$ 41,950	\$ 15,690
10th Percentile Wage	\$ 14,660	\$ 20,940	\$ 6,280
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 32,830	\$ 46,460	\$ 13,630
90th Percentile Wage	\$ 36,540	\$ 49,170	\$ 12,630
Mean Wage	\$ 26,060	\$ 37,630	\$ 11,570
Total Employment - 2437	190	970	780
Employment Base - 2006	178	961	783
Projected Employment - 2446	169	845	676
Projected Job Growth - 2006-2446	-5.0 %	-12.1 %	-7.0 %
Projected Annual Openings - 2006-2446	6	10	4
Special			

Special Occupations:

### National Job Posting Trends

Trend for Office Machine Operators, Except Computer and Postal Service Mail Sorters, Processors, and Processing Machine Operators



## Programs

### Related Programs

#### General Office/Clerical and Typing Services

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

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

## Maine Statewide Promotion Opportunities for Office Machine Operators, Except Computer

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51-3021.00	Butchers and Meat Cutters	82	2	430	\$31,310.00	\$5,050.00	5%	16	
43-6013.00	Medical Secretaries	81	2	3,600	\$27,450.00	\$1,190.00	15%	112	

Special Occupations:

Top Industries for Postal Service Mail Sorters, Processors, and Processing Machine Operators					
Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Postal service	491100	99.96%	197,637	181,070	-8.38%



### Top Industries for Office Machine Operators, Except Computer

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	9.53%	8,953	7,302	-18.44%
Data processing, hosting, and related services	518200	8.52%	8,001	8,654	8.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	5.43%	5,101	4,757	-6.75%
Printing and related support activities	323100	5.19%	4,876	3,091	-36.61%
Management of companies and enterprises	551100	4.00%	3,756	3,464	-7.78%
Employment services	561300	3.22%	3,021	3,058	1.25%
Monetary authorities - central bank	521100	2.93%	2,753	2,664	-3.25%
Legal services	541100	2.58%	2,425	2,131	-12.13%
Office supplies, stationery, and gift stores	453200	1.87%	1,760	1,161	-34.00%
Local government, excluding education and hospitals	939300	1.74%	1,637	1,471	-10.13%
Colleges, universities, and professional schools, public and private	611300	1.66%	1,561	1,397	-10.50%
Activities related to credit intermediation	522300	1.56%	1,466	1,519	3.59%
Direct insurance (except life, health, and medical) carriers	524120	1.35%	1,271	1,063	-16.38%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.08%	1,012	960	-5.12%
Elementary and secondary schools, public and private	611100	1.03%	969	817	-15.70%



# TORQ Analysis of Office Machine Operators, Except Computer to Inspectors, Testers, Sorters, Samplers, and Weighers

## ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Office Machine Operators, Except Computer	43-9071.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Inspectors, Testers, Sorters, Samplers, and Weighers	51-9061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## TORQ RESULTS

Grand TORQ:

86

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	91	Level	78	Level	87

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Oral Expression	51	10	68	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Oral Comprehension	53	9	68								
Written Comprehension	50	9	56								
Category Flexibility	46	9	56								
Deductive Reasoning	44	5	56								
Speech Clarity	37	5	56								
Inductive Reasoning	44	5	53								
Flexibility of Closure	41	4	53								
Near Vision	50	2	59								
Selective Attention	42	1	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Inspectors, Testers, Sorters, Samplers, and Weighers. GAP refers to level difference between Office Machine Operators, Except Computer and Inspectors, Testers, Sorters, Samplers, and Weighers.

## ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Office Machine Operators, Except Computer	Inspectors, Testers, Sorters, Samplers, and Weighers	Importance
Oral Comprehension	44	53	68



Oral Expression	41	51	68
Problem Sensitivity	42	41	59
Near Vision	48	50	59
Written Comprehension	41	50	56
Deductive Reasoning	39	44	56
Category Flexibility	37	46	56
Speech Clarity	32	37	56
Inductive Reasoning	39	44	53
Flexibility of Closure	37	41	53
Speech Recognition	37	35	53
Information Ordering	44	42	50
Selective Attention	41	42	50
Arm-Hand Steadiness	37	37	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Office Machine Operators, Except Computer	Inspectors, Testers, Sorters, Samplers, and Weighers	Importance
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Office Machine Operators, Except Computer	Inspectors, Testers, Sorters, Samplers, and Weighers	Importance
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### Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison					
Description	Office Machine Operators, Except Computer		Inspectors, Testers, Sorters, Samplers, and Weighers		Description	Office Machine Operators, Except Computer		Inspectors, Testers, Sorters, Samplers, and Weighers	
10+ years	0%	3%	0%	0%	Doctoral	0%	0%	0%	0%
8-10 years	0%	0%	0%	0%	Professional Degree	0%	0%	0%	0%
6-8 years	0%	0%	0%	0%	Post-Masters Cert	0%	0%	0%	0%
4-6 years	0%	12%	0%	0%	Master's Degree	0%	0%	0%	0%
2-4 years	4%	1%	0%	0%	Post-Bachelor Cert	0%	0%	0%	0%
1-2 years	20%	14%	0%	0%	Bachelors	0%	0%	0%	0%
6-12 months	0%	23%	0%	3%	AA or Equiv	7%	7%	3%	5%
3-6 months	0%	3%	0%	5%	Some College	7%	0%	22%	0%
1-3 months	8%	6%	0%	61%	Post-Secondary Certificate	0%	0%	61%	61%
0-1 month	0%	10%	0%	23%	High School Diploma or GED	61%	61%	61%	61%
None	67%	24%	0%	7%	No HSD or GED	23%	7%	7%	7%

Office Machine Operators, Except Computer      Inspectors, Testers, Sorters, Samplers, and Weighers

Most Common Educational/Training Requirement:

Short-term on-the-job training      Moderate-term on-the-job training

Job Zone Comparison

1 - Job Zone One: Little or No Preparation Needed      2 - Job Zone Two: Some 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.

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.

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

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

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

## Tasks

### Office Machine Operators, Except Computer

### Inspectors, Testers, Sorters, Samplers, and Weighers

#### Core Tasks

#### Core Tasks

#### Generalized Work Activities:

#### Generalized Work Activities:

- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- 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.

- 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.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

#### Specific Tasks

#### Specific Tasks

#### Occupation Specific Tasks:

- Clean and file master copies or plates.
- Clean machines, perform minor repairs, and report major repair needs.
- Complete records of production, including work volumes and outputs, materials used, and any backlogs.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Cut copies apart and write identifying information, such as page numbers or titles, on copies.
- Deliver completed work.
- File and store completed documents.
- Load machines with materials such as blank

#### Occupation Specific Tasks:

- Adjust, clean, or repair products or processing equipment to correct defects found during inspections.
- Administer tests to engineers and operators to assess whether they are qualified to use equipment.
- Analyze and interpret blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures, adjustment and certification methods, formulas, and measuring instruments required.
- Analyze test data and make computations as necessary to determine test results.
- Check arriving materials to ensure that they match purchase orders and submit discrepancy reports when problems are found.
- Clean, maintain, repair, and calibrate



paper or film.

- Maintain stock of supplies, and requisition any needed items.
- Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- Move heat units and clamping frames over screen beds to form Braille impressions on pages; then raise frames to release individual copies.
- Operate auxiliary machines such as collators, pad and tablet making machines, staplers, and paper punching, folding, cutting, and perforating machines.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Prepare and process papers for use in scanning, microfilming, and microfiche.
- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.
- Sort, assemble, and proof completed work.

#### Detailed Tasks

##### Detailed Work Activities:

- collate printed materials
- demonstrate or explain assembly or use of equipment
- examine documents for completeness, accuracy, or conformance to standards
- maintain duplicating equipment
- maintain records, reports, or files
- operate business machines
- operate collating machine
- operate duplicating equipment
- operate printing equipment/machinery
- operate scanner
- perform office equipment maintenance not requiring service call
- select materials or tools
- set up production equipment or machinery
- use computers to enter, access or retrieve data
- use knowledge of paper characteristics in publishing or printing processes
- use oral or written communication techniques

measuring instruments and test equipment such as dial indicators, fixed gauges, and height gauges.

- Collect or select samples for testing or for use as models.
- Compare colors, shapes, textures, or grades of products or materials with color charts, templates, or samples to verify conformance to standards.
- Compute defect percentages or averages, using formulas and calculators, and prepare reports of inspection or test findings.
- Compute usable amounts of items in shipments and determine prices, based on quantities and grade assessments.
- Disassemble defective parts and components, such as inaccurate or worn gauges and measuring instruments, using hand tools.
- Discard or reject products, materials, and equipment not meeting specifications.
- Discuss inspection results with those responsible for products, and recommend necessary corrective actions.
- Fabricate, install, position, or connect components, parts, finished products, or instruments for testing or operational purposes.
- Grade, classify, and sort products according to sizes, weights, colors, or other specifications.
- Inspect, test, or measure materials, products, installations, and work for conformance to specifications.
- Interpret legal requirements, provide safety information, and recommend compliance procedures to contractors, craft workers, engineers, and property owners.
- Make minor adjustments to equipment, such as turning setscrews to calibrate instruments to required tolerances.
- Mark items with details such as grade and acceptance or rejection status.
- Measure dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges, or micrometers.
- Notify supervisors and other personnel of production problems, and assist in identifying and correcting these problems.
- Observe and monitor production operations and equipment to ensure conformance to specifications and make or order necessary process or assembly adjustments.
- Position products, components, or parts for testing, or direct other workers to position them.
- Read dials and meters to verify that equipment is functioning at specified levels.
- Record inspection or test data, such as weights, temperatures, grades, or moisture



content, and quantities inspected or graded.

- Remove defects, such as chips and burrs, and lap corroded or pitted surfaces.
- Set controls, start and monitor machines that automatically measure, sort, or inspect products.
- Stack and arrange tested products for further processing, shipping, or packaging and transport products to other work stations as necessary.
- Supervise testing or drilling activities.
- Weigh materials, products, containers, or samples to verify packaging weights and ingredient quantities, or to determine sorting.
- Write test and inspection reports describing results, recommendations, and needed repairs.

#### Detailed Tasks

##### Detailed Work Activities:

- adjust production equipment/machinery setup
- attach or mark identification onto products or containers
- collect samples for testing
- communicate technical information
- compare findings with specifications to ensure conformance to standards
- compute product or materials test results
- conduct performance testing
- confer with vendors
- determine specifications
- determine specifications or testing procedures
- direct and coordinate activities of workers or staff
- distinguish colors
- evaluate material specifications
- examine products or work to verify conformance to specifications
- fabricate, assemble, or disassemble manufactured products by hand
- follow manufacturing methods or techniques
- follow statistical process control procedures
- grade, classify, or sort products according to specifications
- inspect manufactured products or materials
- install/connect electrical equipment to power circuit
- load, unload, or stack containers, materials, or products
- maintain consistent production quality
- maintain inspection tools or equipment
- maintain records, reports, or files
- maintain safe work environment
- mark items for acceptance or rejection,



- according to conformance to specifications
- measure, weigh, or count products or materials
- modify electrical or electronic equipment or products
- monitor production machinery/equipment operation to detect problems
- monitor repairs or maintenance to enforce standards
- move materials or goods between work areas
- operate industrial or nondestructive testing equipment
- operate packaging or banding machine or equipment
- operate pneumatic test equipment
- operate precision test equipment
- package goods for shipment or storage
- perform safety inspections in industrial, manufacturing or repair setting
- prepare reports
- prepare safety reports
- prepare technical reports or related documentation
- read blueprints
- read production layouts
- read specifications
- read technical drawings
- read work order, instructions, formulas, or processing charts
- recognize characteristics of alloys
- recognize characteristics of metals
- recognize characteristics of pulps
- recognize wood species characteristics
- record test results, test procedures, or inspection data
- sort manufacturing materials or products
- test manufactured products or materials
- understand engineering data or reports
- understand measuring devices
- understand technical operating, service or repair manuals
- use computers to enter, access or retrieve data
- use electrical or electronic test devices or equipment
- use hand or power tools
- use hazardous materials information
- use interpersonal communication techniques
- use knowledge of investigation techniques
- use knowledge of metric system
- use long or short term production planning techniques
- use oral or written communication techniques
- use precision measuring tools or equipment



- use quality assurance techniques
- use research methodology procedures within manufacturing or commerce
- use spreadsheet software
- use technical information in manufacturing or industrial activities
- use x-ray or magnetic inspection techniques

#### Tools - Examples

- Accelerometers
- Ammeters
- Industrial bench scales
- Beta gauges
- Measuring microscopes
- Digital resistance meters
- Calipers
- Continuity testers
- Optical comparators
- Compression testers
- Conductivity meters
- Coordinate measuring machines CMM
- Creep and stress relaxation testers
- Depth gauges
- Ductility testers
- Eddy current flaw detectors
- Frequency meters
- Fatigue testers
- Force transducers
- Forklifts
- Frequency counters
- Functional gauges
- Hardness testers
- Height gauges
- Hipot testers
- Hydraulic pumps
- Impact hammers



- Impact toughness testers
- Return loss calibrator RLC passive component testers
- Backplane testers
- Holographic interferometers
- Laser shearography flaw detectors
- Bubble leak testers
- Pulse generators
- Hydraulic lifts
- Penetrant flaw detectors
- Magnetic particle flaw detectors
- Metallurgical microscopes
- Micrometers
- Moisture meters
- Digital multimeters
- Bit error rate BER testers
- Sampling oscilloscopes
- Personal computers
- Plotters
- Direct current DC power testers
- Gloss meters
- Environmental chambers
- Digital thermometers
- Pi tapes
- Shear testers
- Shock testers
- Linear or mixed signal equipment
- Function generators
- Sorting machines
- Color spectrometers
- Strain gauges
- Tensile testers
- Laser thickness gauges



- Thread gauges
- Overhead cranes
- Ultrasonic flaw detectors
- Vibration and shaker systems
- Viscometers
- Digital voltmeters DVM
- Radiographic flaw detectors

## Labor Market Comparison

Maine Department of Labor.

Description	Office Machine Operators, Except Computer	Inspectors, Testers, Sorters, Samplers, and Weighers	Difference
Median Wage	\$ 26,260	\$ 29,700	\$ 3,440
10th Percentile Wage	\$ 14,660	\$ 19,620	\$ 4,960
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 32,830	\$ 40,300	\$ 7,470
90th Percentile Wage	\$ 36,540	\$ 48,960	\$ 12,420
Mean Wage	\$ 26,060	\$ 31,870	\$ 5,810
Total Employment - 2437	190	1,700	1,510
Employment Base - 2006	178	1,720	1,542
Projected Employment - 2446	169	1,473	1,304
Projected Job Growth - 2006-2446	-5.0 %	-14.4 %	-9.3 %
Projected Annual Openings - 2006-2446	6	26	20
Special			

Special Occupations:

## National Job Posting Trends

Trend for Office Machine Operators, Except Computer and Inspectors, Testers, Sorters, Samplers, and Weighers

Data from [Indeed](#)

## Programs

### Related Programs

#### Electromechanical Tech./Technician

Electromechanical Technology/Electromechanical Engineering Technology. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures, and report preparation.

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

#### Industrial Production Technol./Technicians, Other

Industrial Production Technologies/Technicians, Other. Any instructional program in industrial production technologies not listed above.

No information on schools for the program

#### Machine Shop Assistant

Machine Shop Technology/Assistant. A program that prepares individuals to apply technical knowledge and skills to fabricate and modify metal parts in support of other manufacturing, repair or design activities, or as an independent business.

No information on schools for the program

#### Machinist/Machine Technologist

Machine Tool Technology/Machinist. A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked.



Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Eastern Maine Community College	354 Hogan Rd	Bangor	<a href="http://www.emcc.edu">www.emcc.edu</a>
Eastern Maine Community College	354 Hogan Rd	Bangor	<a href="http://www.emcc.edu">www.emcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>
Southern Maine Community College	2 Fort Road	South Portland	<a href="http://www.smccME.edu">www.smccME.edu</a>

## Precision Metal Workers, Other

Precision Metal Working, Other. Any instructional program in precision metal work not listed above.

No information on schools for the program

## Quality Control Tech./Technician

Quality Control Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining consistent manufacturing and construction standards. Includes instruction in quality control systems management principles, technical standards applicable to specific engineering and manufacturing projects, testing procedures, inspection procedures, related instrumentation and equipment operation and maintenance, and report preparation.

No information on schools for the program

## Sheet Metal Worker

Sheet Metal Technology/Sheetworking. A program that prepares individuals to apply technical knowledge and skills to form, shape, bend and fold extruded metals, including the creation of new products, using hand tools and machines such as cornice brakes, forming rolls, and squaring shears.

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 Office Machine Operators, Except Computer

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-9071.00	Office Machine Operators, Except Computer	100	1	190	\$26,260.00	\$0.00	-5%	6	
43-9031.00	Desktop Publishers	88	3	130	\$32,200.00	\$5,940.00	14%	5	
43-5051.00	Postal Service Clerks	86	2	580	\$44,780.00	\$18,520.00	-3%	13	



43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	86	2	970	\$41,950.00	\$15,690.00	-12%	10	
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	86	2	1,700	\$29,700.00	\$3,440.00	-14%	26	
51-6092.00	Fabric and Apparel Patternmakers	84	2	20	\$29,670.00	\$3,410.00	-6%	0	
51-9131.00	Photographic Process Workers	84	2	50	\$28,860.00	\$2,600.00	-43%	2	
51-4121.07	Solderers and Brazers	84	2	1,610	\$38,030.00	\$11,770.00	7%	49	
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	83	1	310	\$28,060.00	\$1,800.00	-3%	8	
51-2021.00	Coil Winders, Tapers, and Finishers	83	2	90	\$31,910.00	\$5,650.00	-53%	1	
41-2022.00	Parts Salespersons	82	2	1,390	\$27,760.00	\$1,500.00	-7%	16	
43-5041.00	Meter Readers, Utilities	82	1	90	\$31,240.00	\$4,980.00	-11%	3	
43-5071.00	Shipping, Receiving, and Traffic Clerks	82	2	2,660	\$26,320.00	\$60.00	-1%	63	
51-3021.00	Butchers and Meat Cutters	82	2	430	\$31,310.00	\$5,050.00	5%	16	
43-5061.00	Production, Planning, and Expediting Clerks	81	2	1,320	\$38,490.00	\$12,230.00	-1%	35	

Special Occupations:

### Top Industries for Inspectors, Testers, Sorters, Samplers, and Weighers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Employment services	561300	7.50%	36,864	43,994	19.34%
Motor vehicle parts manufacturing	336300	4.66%	22,903	17,193	-24.93%



Plastics product manufacturing	326100	4.23%	20,797	20,787	-0.05%
Semiconductor and other electronic component manufacturing	334400	3.70%	18,159	14,967	-17.58%
Aerospace product and parts manufacturing	336400	3.32%	16,315	15,667	-3.97%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.17%	10,680	9,641	-9.72%
Medical equipment and supplies manufacturing	339100	1.87%	9,177	8,852	-3.55%
Pharmaceutical and medicine manufacturing	325400	1.80%	8,824	10,486	18.84%
Animal slaughtering and processing	311600	1.79%	8,815	9,486	7.62%
Other fabricated metal product manufacturing	332900	1.78%	8,731	7,295	-16.45%
Rubber product manufacturing	326200	1.70%	8,331	5,547	-33.41%
Testing laboratories	541380	1.48%	7,249	8,416	16.10%
Self-employed workers, primary job	000601	1.48%	7,279	7,313	0.46%
Foundries	331500	1.45%	7,125	4,872	-31.63%
Printing and related support activities	323100	1.40%	6,856	5,122	-25.29%

### Top Industries for Office Machine Operators, Except Computer

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	9.53%	8,953	7,302	-18.44%
Data processing, hosting, and related services	518200	8.52%	8,001	8,654	8.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	5.43%	5,101	4,757	-6.75%
Printing and related support activities	323100	5.19%	4,876	3,091	-36.61%
Management of companies and enterprises	551100	4.00%	3,756	3,464	-7.78%
Employment services	561300	3.22%	3,021	3,058	1.25%
Monetary authorities - central bank	521100	2.93%	2,753	2,664	-3.25%
Legal services	541100	2.58%	2,425	2,131	-12.13%
Office supplies, stationery, and gift stores	453200	1.87%	1,760	1,161	-34.00%
Local government, excluding education and hospitals	939300	1.74%	1,637	1,471	-10.13%
Colleges, universities, and professional schools, public and private	611300	1.66%	1,561	1,397	-10.50%
Activities related to credit intermediation	522300	1.56%	1,466	1,519	3.59%
Direct insurance (except life, health, and medical) carriers	524120	1.35%	1,271	1,063	-16.38%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.08%	1,012	960	-5.12%
Elementary and secondary schools, public and private	611100	1.03%	969	817	-15.70%



# TORQ Analysis of Office Machine Operators, Except Computer to Postal Service Clerks

ANALYSIS INPUT					
Transfer	Title	O*NET	Filters		
From Title:	Office Machine Operators, Except Computer	43-9071.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Clerks	43-5051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS											
Grand TORQ:					<b>86</b>						
Ability TORQ		Skills TORQ		Knowledge TORQ							
Level	86	Level	90	Level	81						
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Oral Expression	53	12	62	Mathematics	63	8	74	Customer and Personal Service	53	2	69
Speech Clarity	44	12	59								
Speech Recognition	48	11	59								
Oral Comprehension	51	7	68								
Written Expression	39	7	50								
Problem Sensitivity	46	4	59								
Manual Dexterity	39	4	56								
Trunk Strength	39	4	50								
Deductive Reasoning	42	3	56								
Near Vision	51	3	56								
Written Comprehension	44	3	53								
Inductive Reasoning	42	3	50								
Category Flexibility	39	2	53								
Number Facility	39	2	53								
Finger Dexterity	39	2	53								
<p>LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Clerks. GAP refers to level difference between Office Machine Operators, Except Computer and Postal Service Clerks.</p>											

**ASK ANALYSIS**

## Ability Level Comparison - Abilities with importance scores over 50

Description	Office Machine Operators, Except Computer	Postal Service Clerks	Importance
Oral Comprehension	44	51	68
Oral Expression	41	53	62
Problem Sensitivity	42	46	59
Speech Recognition	37	48	59
Speech Clarity	32	44	59
Deductive Reasoning	39	42	56
Selective Attention	41	41	56
Arm-Hand Steadiness	37	35	56
Manual Dexterity	35	39	56
Near Vision	48	51	56
Written Comprehension	41	44	53
Information Ordering	44	42	53
Category Flexibility	37	39	53
Number Facility	37	39	53
Finger Dexterity	37	39	53
Written Expression	32	39	50
Inductive Reasoning	39	42	50
Mathematical Reasoning	32	30	50
Trunk Strength	35	39	50

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

Description	Office Machine Operators, Except Computer	Postal Service Clerks	Importance
Mathematics	55	63	74

## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Office Machine Operators, Except Computer	Postal Service Clerks	Importance
Customer and Personal Service	51	53	69

**Experience & Education Comparison**

Related Work Experience Comparison				Required Education Level Comparison		
Description	Office Machine Operators, Except Computer		Postal Service Clerks	Description	Office Machine Operators, Except Computer	Postal Service Clerks
10+ years	0%	0%	1%	Doctoral	0%	0%
8-10 years	0%	0%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	0%	Post-Masters Cert	0%	0%
4-6 years	0%	0%	0%	Master's Degree	0%	0%



1-2 years	20%	3%	Post-Bachelor Cert	0%	0%
6-12 months	0%	0%	Bachelors	0%	0%
3-6 months	0%	3%	AA or Equiv	7%	4%
1-3 months	8%	10%	Some College	7%	3%
0-1 month	0%	9%	Post-Secondary Certificate	0%	4%
None	67%	51%	High School Diploma or GED	61%	82%
			No HSD or GED	23%	4%

Office Machine Operators, Except Computer	Postal Service Clerks
<b>Most Common Educational/Training Requirement:</b>	
Short-term on-the-job training	Short-term on-the-job training
<b>Job Zone Comparison</b>	
<b>1 - Job Zone One: Little or No Preparation Needed</b>	<b>2 - Job Zone Two: Some Preparation Needed</b>
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.	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.
These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.	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 need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

<b>Tasks</b>	
Office Machine Operators, Except Computer	Postal Service Clerks
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).</li> <li>Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.</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> </ul>	<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>Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.</li> <li>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.</li> <li>Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.</li> <li>Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> </ul>
Specific Tasks	Specific Tasks
	Occupation Specific Tasks:



## Occupation Specific Tasks:

- Clean and file master copies or plates.
- Clean machines, perform minor repairs, and report major repair needs.
- Complete records of production, including work volumes and outputs, materials used, and any backlogs.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Cut copies apart and write identifying information, such as page numbers or titles, on copies.
- Deliver completed work.
- File and store completed documents.
- Load machines with materials such as blank paper or film.
- Maintain stock of supplies, and requisition any needed items.
- Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- Move heat units and clamping frames over screen beds to form Braille impressions on pages; then raise frames to release individual copies.
- Operate auxiliary machines such as collators, pad and tablet making machines, staplers, and paper punching, folding, cutting, and perforating machines.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Prepare and process papers for use in scanning, microfilming, and microfiche.
- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.
- Sort, assemble, and proof completed work.

## Detailed Tasks

## Detailed Work Activities:

- collate printed materials
- demonstrate or explain assembly or use of equipment
- examine documents for completeness, accuracy, or conformance to standards
- maintain duplicating equipment
- maintain records, reports, or files
- operate business machines
- operate collating machine

- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.
- Cash money orders.
- Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
- Feed mail into postage canceling devices or hand stamp mail to cancel postage.
- Keep money drawers in order, and record and balance daily transactions.
- Obtain signatures from recipients of registered or special delivery mail.
- Post announcements or government information on public bulletin boards.
- Provide assistance to the public in complying with federal regulations of Postal Service and other federal agencies.
- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail.
- Put undelivered parcels away, retrieve them when customers come to claim them, and complete any related documentation.
- Receive letters and parcels, and place mail into bags.
- Register, certify, and insure letters and parcels.
- Rent post office boxes to customers.
- Respond to complaints regarding mail theft, delivery problems, and lost or damaged mail, filling out forms and making appropriate referrals for investigation.
- Sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders.
- Set postage meters, and calibrate them to ensure correct operation.
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.
- Transport mail from one work station to another.
- Weigh letters and parcels; compute mailing costs based on type, weight, and destination; and affix correct postage.

## Detailed Tasks

## Detailed Work Activities:

- answer customer or public inquiries
- assist public in complying with Postal Service regulations
- calculate monetary exchange
- distribute correspondence or mail



- operate duplicating equipment
- operate printing equipment/machinery
- operate scanner
- perform office equipment maintenance not requiring service call
- select materials or tools
- set up production equipment or machinery
- use computers to enter, access or retrieve data
- use knowledge of paper characteristics in publishing or printing processes
- use oral or written communication techniques

- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- greet customers, guests, visitors, or passengers
- insert mail into slots of mail rack
- load, unload, or stack containers, materials, or products
- maintain account records
- monitor currency, coin, or checks in cash drawer
- obtain information from individuals
- operate alpha or numeric mail sorting systems
- operate business machines
- process mail through postage machine
- provide assistance to post office customers
- provide customer service in postal or mail service setting
- receive or disburse cash related to payments received
- relay information to proper officials
- resolve customer or public complaints
- 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.

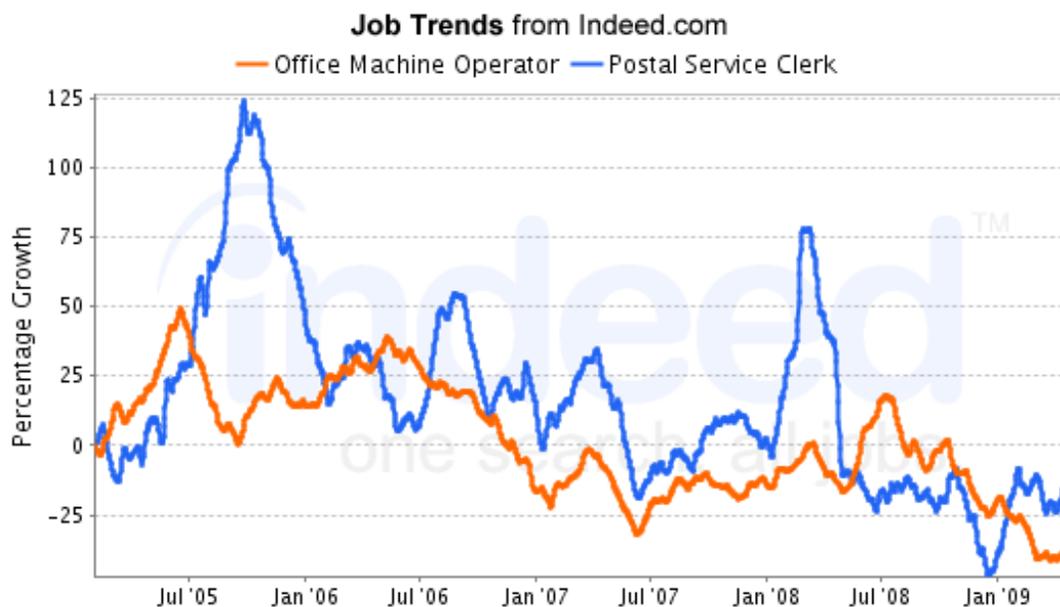
Description	Office Machine Operators, Except Computer	Postal Service Clerks	Difference
Median Wage	\$ 26,260	\$ 44,780	\$ 18,520
10th Percentile Wage	\$ 14,660	\$ 38,530	\$ 23,870
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 32,830	\$ 47,910	\$ 15,080
90th Percentile Wage	\$ 36,540	\$ 49,790	\$ 13,250
Mean Wage	\$ 26,060	\$ 43,990	\$ 17,930
Total Employment - 2437	190	580	390
Employment Base - 2006	178	577	399
Projected Employment - 2446	169	559	390
Projected Job Growth - 2006-2446	-5.0 %	-3.1 %	1.9 %
Projected Annual Openings - 2006-2446	6	13	7
Special			



## Special Occupations:

## National Job Posting Trends

Trend for Office Machine Operators, Except Computer and Postal Service Clerks

Data from [Indeed](#)

## Programs

## Related Programs

## General Office/Clerical and Typing Services

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

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

## Maine Statewide Promotion Opportunities for Office Machine Operators, Except Computer

O*NET Code	Title	Grand TORO	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
43-9071.00	Office Machine Operators, Except Computer	100	1	190	\$26,260.00	\$0.00	-5%	6	



43-9031.00	Desktop Publishers	88	3	130	\$32,200.00	\$5,940.00	14%	5	
43-5051.00	Postal Service Clerks	86	2	580	\$44,780.00	\$18,520.00	-3%	13	
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	86	2	970	\$41,950.00	\$15,690.00	-12%	10	
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	86	2	1,700	\$29,700.00	\$3,440.00	-14%	26	
51-6092.00	Fabric and Apparel Patternmakers	84	2	20	\$29,670.00	\$3,410.00	-6%	0	
51-9131.00	Photographic Process Workers	84	2	50	\$28,860.00	\$2,600.00	-43%	2	
51-4121.07	Solderers and Brazers	84	2	1,610	\$38,030.00	\$11,770.00	7%	49	
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	83	1	310	\$28,060.00	\$1,800.00	-3%	8	
51-2021.00	Coil Winders, Tapers, and Finishers	83	2	90	\$31,910.00	\$5,650.00	-53%	1	
41-2022.00	Parts Salespersons	82	2	1,390	\$27,760.00	\$1,500.00	-7%	16	
43-5041.00	Meter Readers, Utilities	82	1	90	\$31,240.00	\$4,980.00	-11%	3	
43-5071.00	Shipping, Receiving, and Traffic Clerks	82	2	2,660	\$26,320.00	\$60.00	-1%	63	
51-3021.00	Butchers and Meat Cutters	82	2	430	\$31,310.00	\$5,050.00	5%	16	
43-5061.00	Production, Planning, and Expediting Clerks	81	2	1,320	\$38,490.00	\$12,230.00	-1%	35	

Special Occupations:

### Top Industries for Postal Service Clerks



Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Postal service	491100	99.85%	79,383	80,254	1.10%

### Top Industries for Office Machine Operators, Except Computer

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	9.53%	8,953	7,302	-18.44%
Data processing, hosting, and related services	518200	8.52%	8,001	8,654	8.15%
Professional and commercial equipment and supplies merchant wholesalers	423400	5.43%	5,101	4,757	-6.75%
Printing and related support activities	323100	5.19%	4,876	3,091	-36.61%
Management of companies and enterprises	551100	4.00%	3,756	3,464	-7.78%
Employment services	561300	3.22%	3,021	3,058	1.25%
Monetary authorities - central bank	521100	2.93%	2,753	2,664	-3.25%
Legal services	541100	2.58%	2,425	2,131	-12.13%
Office supplies, stationery, and gift stores	453200	1.87%	1,760	1,161	-34.00%
Local government, excluding education and hospitals	939300	1.74%	1,637	1,471	-10.13%
Colleges, universities, and professional schools, public and private	611300	1.66%	1,561	1,397	-10.50%
Activities related to credit intermediation	522300	1.56%	1,466	1,519	3.59%
Direct insurance (except life, health, and medical) carriers	524120	1.35%	1,271	1,063	-16.38%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.08%	1,012	960	-5.12%
Elementary and secondary schools, public and private	611100	1.03%	969	817	-15.70%

## 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)