



TORO Analysis of Inspectors, Testers, Sorters, Samplers, and Weighers to Mail Clerks and Mail Machine Operators, Except Postal Service

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Inspectors, Testers, Sorters, Samplers, and Weighers	51-9061.00	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

OUTPUT SECTION:

Grand TORQ:		90
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Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	91	Level	88	Level	91

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Speech Recognition	37	2	50	No Skills Upgrade Required!				No Knowledge Upgrades Required!			

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

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance
Near Vision	50	41	59
Category Flexibility	46	41	53
Selective Attention	42	39	53
Oral Comprehension	53	44	50
Problem Sensitivity	41	37	50
Information Ordering	42	37	50
Finger Dexterity	41	41	50
Speech Recognition	35	37	50

Skill Level Comparison - Abilities with importance scores over 69



Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service	Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service
10+ years	3%	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	12%	3%	Master's Degree	0%	0%
2-4 years	1%	1%	Post-Bachelor Cert	0%	0%
1-2 years	14%	3%	Bachelors	0%	0%
6-12 months	23%	10%	AA or Equiv	3%	0%
3-6 months	3%	4%	Some College	5%	6%
1-3 months	6%	7%	Post-Secondary Certificate	22%	1%
0-1 month	10%	5%	High School Diploma or GED	61%	37%
None	24%	63%	No HSD or GED	7%	54%

Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service
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Most Common Educational/Training Requirement:

Moderate-term on-the-job training	Short-term on-the-job training
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Job Zone Comparison	
<p>2 - Job Zone Two: Some Preparation Needed</p> <p>Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.</p> <p>These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.</p> <p>Employees in these occupations need anywhere from a few months to one year of working with experienced employees.</p>	<p>1 - Job Zone One: Little or No Preparation Needed</p> <p>No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.</p> <p>These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.</p> <p>Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.</p>

Tasks

Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service
Core Tasks	Core Tasks



Generalized Work Activities:

- 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

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 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

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



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

or voice recognition equipment in order to direct items according to established routing 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



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

- 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

Technology - Examples



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

Technology - Examples

Analytical or scientific software



- Data analysis software

- Design of experiments DOE software

- Minitab software

- Tolerance analysis software

Computer aided manufacturing CAM software

- Computer-aided inspection software

Industrial control software

- Coordinate measuring machine software

- CyberMetrics GAGETrak Calibration Management Software

- Statistical process control SPC data collection devices

- Wilcox Associates PC-DMIS Inspection Planner

Label making software

- Inspection marking systems

Optical character reader OCR or scanning software

- Label inspection systems

Spreadsheet software

- Microsoft Excel

Word processing software

- Microsoft Word

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

Description	Inspectors, Testers, Sorters, Samplers, and Weighers	Mail Clerks and Mail Machine Operators, Except Postal Service	Difference
Median Wage	\$ 29,700	\$ 23,250	\$(6,450)
10th Percentile Wage	\$ 19,620	\$ 15,120	\$(4,500)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 40,300	\$ 28,470	\$(11,830)
90th Percentile Wage	\$ 48,960	\$ 33,170	\$(15,790)
Mean Wage	\$ 31,870	\$ 23,730	\$(8,140)
Total Employment - 2007	1,700	490	-1,210



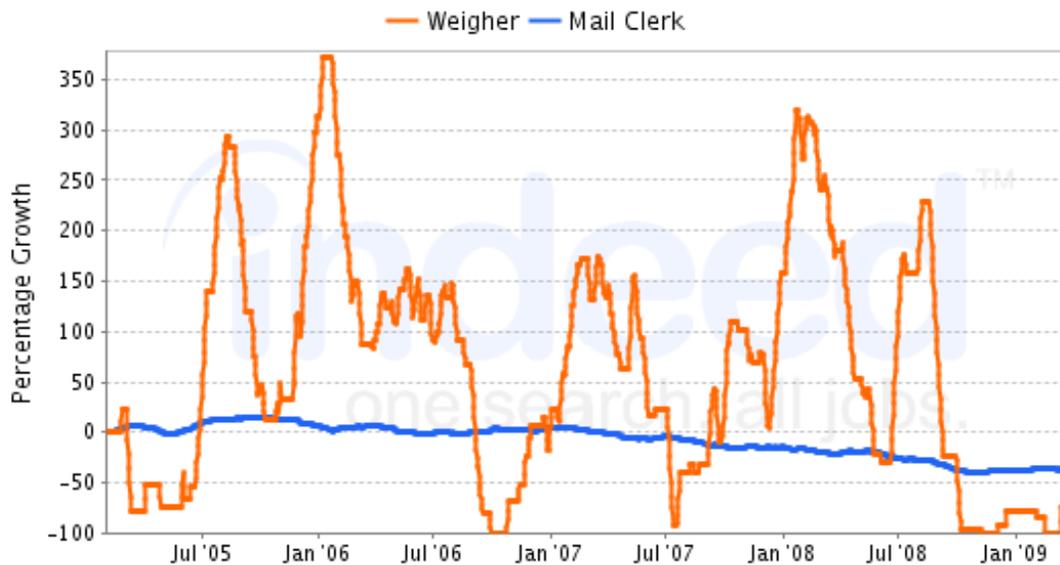
Employment Base - 2006	1,720	485	-1,235
Projected Employment - 2016	1,473	395	-1,078
Projected Job Growth - 2006-2016	-14.4 %	-18.5 %	-4.2 %
Projected Annual Openings - 2006-2016	26	13	-13

National Job Posting Trends

Trend for Inspectors, Testers, Sorters, Samplers, and Weighers

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

Job Trends from Indeed.com



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

Recommended 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	www.nmcc.edu



Maine Statewide Promotion Opportunities for Inspectors, Testers, Sorters, Samplers, and Weighers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	100	2	1,700	\$29,700.00	\$0.00	-14%	26
51-4121.07	Solderers and Brazers	87	2	1,610	\$38,030.00	\$8,330.00	7%	49
51-9196.00	Paper Goods Machine Setters, Operators, and Tenders	85	2	910	\$38,230.00	\$8,530.00	-26%	23
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	84	2	970	\$41,950.00	\$12,250.00	-12%	10
51-2021.00	Coil Winders, Tapers, and Finishers	82	2	90	\$31,910.00	\$2,210.00	-53%	1
19-4011.02	Food Science Technicians	82	3	20	\$32,000.00	\$2,300.00	-3%	1
43-9031.00	Desktop Publishers	82	3	130	\$32,200.00	\$2,500.00	14%	5
51-9032.00	Cutting and Slicing Machine Setters, Operators, and Tenders	80	2	710	\$31,350.00	\$1,650.00	-23%	12
51-5023.00	Printing Machine Operators	79	2	790	\$29,710.00	\$10.00	-3%	18
43-5061.00	Production, Planning, and Expediting Clerks	79	2	1,320	\$38,490.00	\$8,790.00	-1%	35
51-5021.00	Job Printers	79	3	140	\$31,890.00	\$2,190.00	-10%	2
51-9051.00	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	79	2	300	\$32,980.00	\$3,280.00	-18%	9
19-4031.00	Chemical Technicians	78	3	160	\$34,890.00	\$5,190.00	-7%	6
51-4032.00	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	78	2	100	\$33,030.00	\$3,330.00	-22%	2



43-5051.00	Postal Service Clerks	78	2	580	\$44,780.00	\$15,080.00	-3%	13
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Top Industries for Mail Clerks and Mail Machine Operators, Except Postal Service

Industry	NAICS	% in 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 Inspectors, Testers, Sorters, Samplers, and Weighers

Industry	NAICS	% in 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%