



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

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

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

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



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

Skill Level Comparison - Abilities with importance scores over 69

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

Knowledge Level Comparison - Knowledge with importance scores over 69

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

Experience & Education Comparison

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

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Payroll and Timekeeping Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

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

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

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

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Tasks

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Core Tasks

Generalized Work Activities:

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

Specific Tasks

Occupation Specific Tasks:

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

Payroll and Timekeeping Clerks

Core Tasks

Generalized Work Activities:

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

Specific Tasks

Occupation Specific Tasks:

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



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

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

Detailed Tasks

Detailed Work Activities:

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

and reconcile issued payrolls to bank statements.

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

Detailed Tasks

Detailed Work Activities:

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

Tools - Examples

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



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

Labor Market Comparison

Maine Department of Labor.

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

Special Occupations:

National Job Posting Trends



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



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

Programs

Related Programs

Accounting Technician

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

| Institution | Address | City | URL |
|-----------------------------------|----------------|--------------|--|
| Central Maine Community College | 1250 Turner St | Auburn | www.cmcc.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| University of Maine at Machias | 9 O'Brien Ave | Machias | www.umm.maine.edu |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |

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

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



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

Special Occupations:

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



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

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

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



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

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

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

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



Skill Level Comparison - Abilities with importance scores over 69

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

Knowledge Level Comparison - Knowledge with importance scores over 69

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

Experience & Education Comparison

| Related Work Experience Comparison | | | Required Education Level Comparison | | |
|------------------------------------|--|------------------|-------------------------------------|--|------------------|
| Description | Purchasing Agents, Except Wholesale, Retail, and Farm Products | Statement Clerks | Description | Purchasing Agents, Except Wholesale, Retail, and Farm Products | Statement Clerks |
| 10+ years | 0% | 0% | Doctoral | 0% | 0% |
| 8-10 years | 6% | 0% | Professional Degree | 0% | 0% |
| 6-8 years | 0% | 0% | Post-Masters Cert | 0% | 0% |
| 4-6 years | 29% | 0% | Master's Degree | 0% | 0% |
| 2-4 years | 23% | 32% | Post-Bachelor Cert | 2% | 0% |
| 1-2 years | 0% | 37% | Bachelors | 33% | 0% |
| 6-12 months | 18% | 3% | AA or Equiv | 2% | 31% |
| 3-6 months | 22% | 8% | Some College | 41% | 38% |
| 1-3 months | 0% | 0% | Post-Secondary Certificate | 7% | 0% |
| 0-1 month | 0% | 0% | High School Diploma or GED | 11% | 28% |
| None | 0% | 15% | No HSD or GED | 0% | 1% |

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Statement Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

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.

2 - Job Zone Two: Some Preparation Needed

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



Purchasing Agents, Except Wholesale, Retail, and Farm Products

Core Tasks

Generalized Work Activities:

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

Specific Tasks

Occupation Specific Tasks:

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

Statement Clerks

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Generalized Work Activities:

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- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.

Specific Tasks

Occupation Specific Tasks:

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



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

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

Detailed Tasks

Detailed Work Activities:

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

records in order to compute fees and charges due.

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

Detailed Tasks

Detailed Work Activities:

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



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

Labor Market Comparison

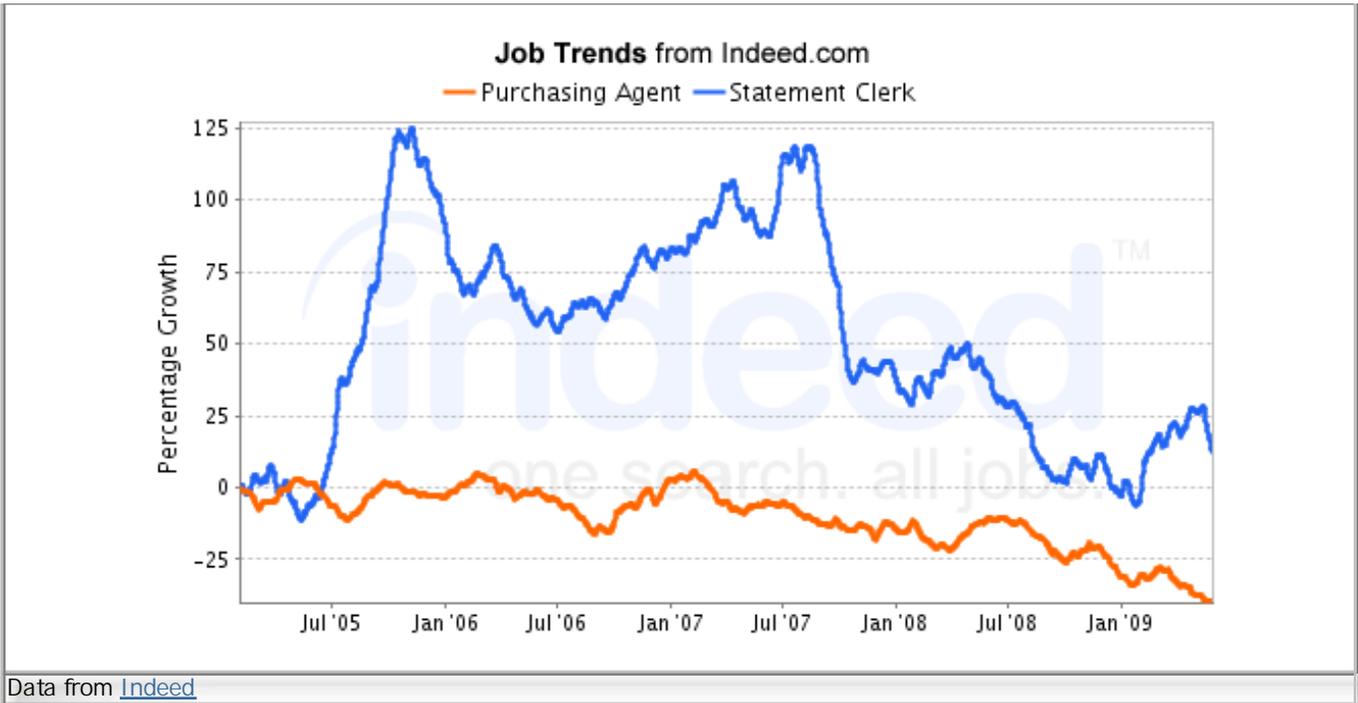
Maine Department of Labor.

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

Special Occupations:

National Job Posting Trends

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



| Programs | | | |
|--|----------------|--------------|--|
| Related Programs | | | |
| Accounting Technician | | | |
| Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices. | | | |
| Institution | Address | City | URL |
| Central Maine Community College | 1250 Turner St | Auburn | www.cmcc.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| University of Maine at Machias | 9 O'Brien Ave | Machias | www.umm.maine.edu |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |
| General Office/Clerical and Typing Services | | | |
| General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills. | | | |
| Institution | Address | City | URL |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |



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

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

Special Occupations:

Top Industries for Statement Clerks



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

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

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



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



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

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

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

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



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

Skill Level Comparison - Abilities with importance scores over 69

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

Knowledge Level Comparison - Knowledge with importance scores over 69

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

Experience & Education Comparison

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

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Bookkeeping, Accounting, and Auditing Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training

Job Zone Comparison



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

Tasks

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



proposals and procurement of goods and services.

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

Detailed Tasks

Detailed Work Activities:

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

procurement

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

Detailed Tasks



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

Detailed Work Activities:

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

Tools - Examples

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



- Image scanners

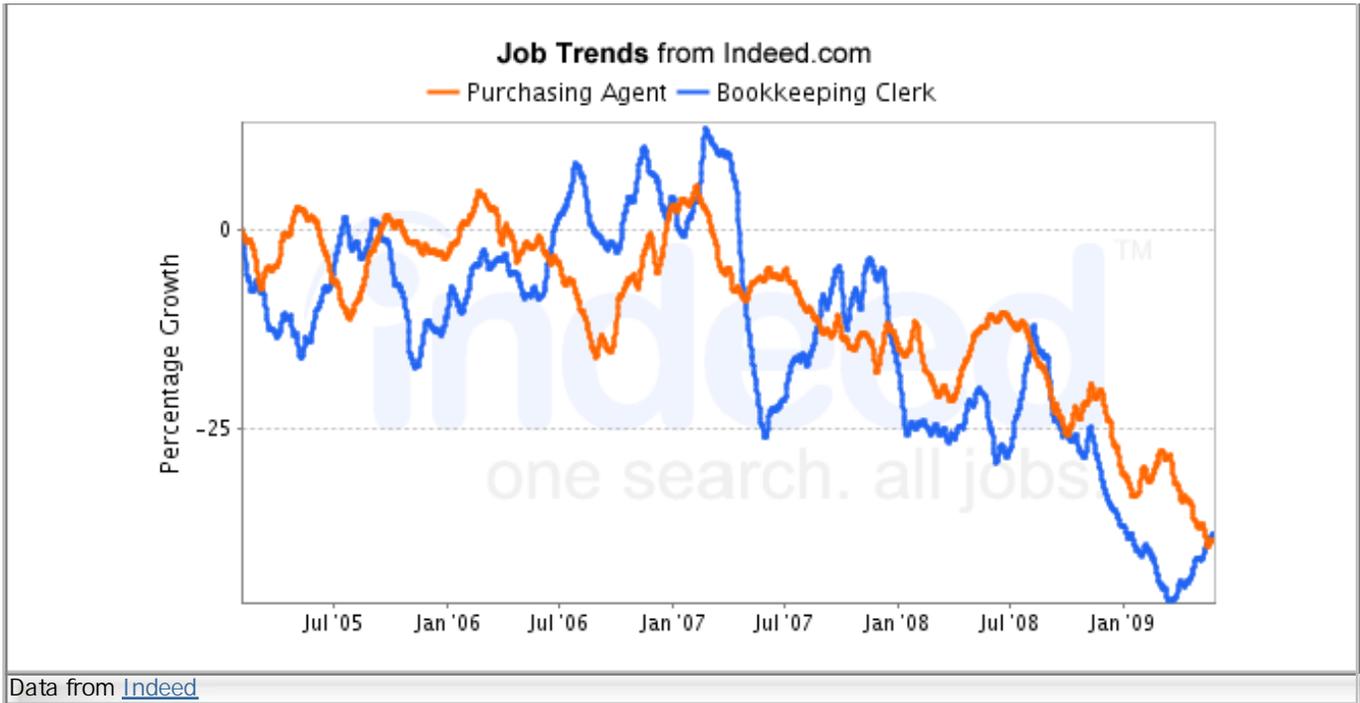
Labor Market Comparison

Maine Department of Labor.

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

National Job Posting Trends

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



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

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



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

Special Occupations:

Top Industries for Bookkeeping, Accounting, and Auditing Clerks

| Industry | NAICS | % of Industry | Employment | Projected Employment | % Change |
|--|--------|---------------|------------|----------------------|----------|
| Self-employed workers, primary job | 000601 | 5.38% | 113,743 | 121,179 | 6.54% |
| Accounting, tax preparation, bookkeeping, and payroll services | 541200 | 4.66% | 98,451 | 128,439 | 30.46% |
| Local government, excluding education and hospitals | 939300 | 3.58% | 75,743 | 85,089 | 12.34% |



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

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

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

| | | | | | |
|---|--------|-------|-------|-------|---------|
| Other general purpose machinery manufacturing | 333900 | 1.41% | 4,052 | 3,292 | -18.76% |
|---|--------|-------|-------|-------|---------|



TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Executive Secretaries and Administrative Assistants

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

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

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



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

Skill Level Comparison - Abilities with importance scores over 69

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

Knowledge Level Comparison - Knowledge with importance scores over 69

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

Experience & Education Comparison

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

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Executive Secretaries and Administrative Assistants

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training



Job Zone Comparison

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

Tasks

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



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

Detailed Tasks

Detailed Work Activities:

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

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

Detailed Tasks

Detailed Work Activities:

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



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

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

Labor Market Comparison

Maine Department of Labor.

| Description | Purchasing Agents, Except Wholesale, Retail, and Farm Products | Executive Secretaries and Administrative Assistants | Difference |
|---------------------------------------|--|---|-------------|
| Median Wage | \$ 45,210 | \$ 38,830 | \$(6,380) |
| 10th Percentile Wage | \$ 31,440 | \$ 28,230 | \$(3,210) |
| 25th Percentile Wage | N/A | N/A | N/A |
| 75th Percentile Wage | \$ 57,570 | \$ 46,250 | \$(11,320) |
| 90th Percentile Wage | \$ 72,070 | \$ 53,530 | \$(18,540) |
| Mean Wage | \$ 48,120 | \$ 40,210 | \$(7,910) |
| Total Employment - 2041 | 920 | 3,330 | 2,410 |
| Employment Base - 2006 | 995 | 3,533 | 2,538 |
| Projected Employment - 2050 | 974 | 3,733 | 2,759 |
| Projected Job Growth - 2006-2050 | -2.1 % | 5.7 % | 7.8 % |
| Projected Annual Openings - 2006-2050 | 21 | 76 | 55 |



Special

Special Occupations:

National Job Posting Trends

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



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

Programs

Related Programs

Administrative and Secretarial Services, Other

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

No information on schools for the program

Administrative Assistant/Secretarial Science, Gene

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

| Institution | Address | City | URL |
|---------------------------------|----------------|--------|--|
| Central Maine Community College | 1250 Turner St | Auburn | www.cmcc.edu |
| Central Maine Community College | 1250 Turner St | Auburn | www.cmcc.edu |
| Eastern Maine Community College | 354 Hogan Rd | Bangor | www.emcc.edu |
| Eastern Maine Community College | 354 Hogan Rd | Bangor | www.emcc.edu |
| Beal College | 99 Farm Road | Bangor | bealcollege.edu |



| | | | |
|-----------------|--------------------|----------|--|
| Beal College | 99 Farm Road | Bangor | bealcollege.edu |
| Andover College | 901 Washington Ave | Portland | WWW.ANDOVERCOLLEGE.edu |
| Andover College | 901 Washington Ave | Portland | WWW.ANDOVERCOLLEGE.edu |

Executive Assistant/Executive Secretary

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

| Institution | Address | City | URL |
|-----------------------------------|----------------|--------------|--|
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |

Medical Administrative/Executive Assistant and Medical Secretary

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

| Institution | Address | City | URL |
|-------------------------------------|-------------------|--------------|--|
| Beal College | 99 Farm Road | Bangor | bealcollege.edu |
| Washington County Community College | One College Drive | Calais | www.wccc.me.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |

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

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



| | | | | | | | | | |
|------------|---|----|---|-------|-------------|-------------|-----|-----|---|
| 19-3021.00 | Market Research Analysts | 88 | 4 | 200 | \$49,960.00 | \$4,750.00 | 3% | 2 | |
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| 13-2072.00 | Loan Officers | 87 | 3 | 1,450 | \$49,380.00 | \$4,170.00 | 9% | 29 | |
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| 19-3011.00 | Economists | 85 | 5 | 50 | \$49,150.00 | \$3,940.00 | 2% | 2 | |
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| 11-3041.00 | Compensation and Benefits Managers | 84 | 3 | 200 | \$68,560.00 | \$23,350.00 | 2% | 5 | |
| 13-2011.02 | Auditors | 84 | 4 | 3,250 | \$48,110.00 | \$2,900.00 | 11% | 113 | |

Special Occupations:

| Top Industries for Executive Secretaries and Administrative Assistants | | | | | |
|--|--------|---------------|------------|----------------------|----------|
| Industry | NAICS | % of Industry | Employment | Projected Employment | % Change |
| Colleges, universities, and professional schools, public and private | 611300 | 7.38% | 119,439 | 133,621 | 11.87% |
| Local government, excluding education and hospitals | 939300 | 5.49% | 88,827 | 99,787 | 12.34% |
| Employment services | 561300 | 4.29% | 69,361 | 76,681 | 10.55% |
| Management of companies and enterprises | 551100 | 3.62% | 58,636 | 67,595 | 15.28% |
| State government, excluding education and hospitals | 929200 | 3.53% | 57,128 | 56,059 | -1.87% |



| | | | | | |
|--|--------|-------|--------|--------|--------|
| Elementary and secondary schools, public and private | 611100 | 3.24% | 52,433 | 55,255 | 5.38% |
| Religious organizations | 813100 | 2.80% | 45,249 | 54,302 | 20.01% |
| General medical and surgical hospitals, public and private | 622100 | 2.58% | 41,709 | 46,176 | 10.71% |
| Depository credit intermediation | 522100 | 2.22% | 35,965 | 36,667 | 1.95% |
| Management, scientific, and technical consulting services | 541600 | 2.20% | 35,675 | 63,689 | 78.52% |
| Accounting, tax preparation, bookkeeping, and payroll services | 541200 | 1.78% | 28,749 | 34,097 | 18.60% |
| Offices of physicians | 621100 | 1.67% | 26,996 | 34,010 | 25.98% |
| Other financial investment activities | 523900 | 1.36% | 21,943 | 30,924 | 40.93% |
| Computer systems design and related services | 541500 | 1.32% | 21,281 | 28,732 | 35.02% |
| Securities and commodity contracts, brokerages, and exchanges | 5231-2 | 1.32% | 21,329 | 31,616 | 48.23% |

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

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



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

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

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

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



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

Skill Level Comparison - Abilities with importance scores over 69

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

Knowledge Level Comparison - Knowledge with importance scores over 69

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

Experience & Education Comparison

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

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Billing, Cost, and Rate Clerks

Most Common Educational/Training Requirement:

Work experience in a related occupation

Moderate-term on-the-job training



Job Zone Comparison

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

Tasks

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



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

Detailed Tasks

Detailed Work Activities:

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

DOCUMENTS

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

Detailed Tasks

Detailed Work Activities:

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



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

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

Labor Market Comparison

Maine Department of Labor.

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



| | | | |
|---------------------------------------|----|----|---|
| Projected Annual Openings - 2006-2050 | 21 | 28 | 7 |
| Special | | | |
| Special Occupations: | | | |

National Job Posting Trends

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



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

Programs

Related Programs

Accounting Technician

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

| Institution | Address | City | URL |
|-----------------------------------|----------------|--------------|--|
| Central Maine Community College | 1250 Turner St | Auburn | www.cmcc.edu |
| Kennebec Valley Community College | 92 Western Ave | Fairfield | www.kvcc.me.edu |
| University of Maine at Machias | 9 O'Brien Ave | Machias | www.um.maine.edu |
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |

General Office/Clerical and Typing Services



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

| Institution | Address | City | URL |
|----------------------------------|----------------|--------------|--|
| Northern Maine Community College | 33 Edgemont Dr | Presque Isle | www.nmcc.edu |

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

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



| | | | | | | | | |
|----------------------|----------------------------------|----|---|-------|-------------|-------------|----|----|
| 11-3011.00 | Administrative Services Managers | 84 | 4 | 1,090 | \$56,630.00 | \$11,420.00 | 5% | 34 |
| 11-3031.01 | Treasurers and Controllers | 84 | 5 | 2,440 | \$67,670.00 | \$22,460.00 | 7% | 58 |
| Special Occupations: | | | | | | | | |

Top Industries for Billing, Cost, and Rate Clerks

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

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

| Industry | NAICS | % of Industry | Employment | Projected Employment | % Change |
|--|--------|---------------|------------|----------------------|----------|
| Federal government, excluding postal service | 919999 | 10.28% | 29,560 | 25,150 | -14.92% |
| Management of companies and enterprises | 551100 | 5.53% | 15,900 | 18,329 | 15.28% |
| Local government, excluding education and hospitals | 939300 | 3.35% | 9,635 | 9,742 | 1.10% |
| Aerospace product and parts manufacturing | 336400 | 3.31% | 9,512 | 9,688 | 1.84% |
| Navigational, measuring, electromedical, and control instruments manufacturing | 334500 | 2.84% | 8,165 | 7,817 | -4.26% |



| | | | | | |
|--|--------|-------|-------|-------|---------|
| General medical and surgical hospitals, public and private | 622100 | 2.53% | 7,263 | 8,041 | 10.71% |
| Semiconductor and other electronic component manufacturing | 334400 | 2.09% | 6,016 | 5,258 | -12.59% |
| State government, excluding education and hospitals | 929200 | 1.78% | 5,122 | 4,524 | -11.68% |
| Advertising and related services | 541800 | 1.59% | 4,581 | 5,169 | 12.83% |
| Research and development in the physical, engineering, and life sciences | 541710 | 1.56% | 4,481 | 4,781 | 6.69% |
| Computer systems design and related services | 541500 | 1.54% | 4,441 | 5,396 | 21.51% |
| Colleges, universities, and professional schools, public and private | 611300 | 1.53% | 4,385 | 4,906 | 11.87% |
| Residential building construction | 236100 | 1.52% | 4,362 | 4,421 | 1.35% |
| Motor vehicle parts manufacturing | 336300 | 1.47% | 4,234 | 3,034 | -28.35% |
| Other general purpose machinery manufacturing | 333900 | 1.41% | 4,052 | 3,292 | -18.76% |

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)