



TORQ Analysis of Order Fillers, Wholesale and Retail Sales to Postal Service Mail Sorters, Processors, and Processing Machine Operators

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Order Fillers, Wholesale and Retail Sales	43-5081.04	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

78

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	73	Level	84	Level	77

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Finger Dexterity	37	21	53	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Static Strength	46	21	50								
Oral Expression	46	11	53								
Manual Dexterity	44	7	56								
Speech Clarity	37	7	56								
Near Vision	51	5	62								
Perceptual Speed	34	6	50								
Speech Recognition	37	3	50								
Selective Attention	37	2	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Mail Sorters, Processors, and Processing Machine Operators. GAP refers to level difference between Order Fillers, Wholesale and Retail Sales and Postal Service Mail Sorters, Processors, and Processing Machine Operators.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance



Near Vision	46	51	62
Written Comprehension	42	41	56
Category Flexibility	42	39	56
Manual Dexterity	37	44	56
Speech Clarity	30	37	56
Oral Expression	35	46	53
Information Ordering	35	34	53
Finger Dexterity	16	37	53
Oral Comprehension	46	46	50
Problem Sensitivity	35	34	50
Perceptual Speed	28	34	50
Selective Attention	35	37	50
Static Strength	25	46	50
Speech Recognition	34	37	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators		Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators	
10+ years	0%	0%		Doctoral	0%	0%	
8-10 years	0%	0%		Professional Degree	0%	0%	
6-8 years	0%	0%		Post-Masters Cert	0%	0%	
4-6 years	1%	0%		Master's Degree	0%	0%	
2-4 years	0%	0%		Post-Bachelor Cert	0%	0%	
1-2 years	7%	0%		Bachelors	0%	0%	
6-12 months	12%	3%		AA or Equiv	9%	0%	
3-6 months	6%	18%		Some College	8%	0%	
1-3 months	2%	23%		Post-Secondary Certificate	0%	4%	
0-1 month	2%	0%		High School Diploma or GED	24%	39%	
None	66%	55%		No HSD or GED	56%	54%	

Order Fillers, Wholesale and Retail Sales

Postal Service Mail Sorters, Processors, and Processing Machine Operators



Most Common Educational/Training Requirement:

Short-term on-the-job training

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Job Zone Comparison

2 - Job Zone Two: Some Preparation Needed

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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.

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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.

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Tasks

Order Fillers, Wholesale and Retail Sales

Core Tasks

Generalized Work Activities:

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

Specific Tasks

Occupation Specific Tasks:

- Change the price of books in a warehouse.
- Compare printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of discrepancies.
- Indicate item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
- Keep records of production, returned goods, and related transactions.
- Mark selling price by hand on boxes containing merchandise.
- Pin, paste, sew, tie, or staple tickets, tags, or labels to article.

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

Specific Tasks

Occupation Specific Tasks:

- Accept and check containers of mail from large volume mailers, couriers, and contractors.
- Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.
- Cancel letter or parcel post stamps by hand.
- Check items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that items are in a suitable condition for



- Put price information on tickets, marking by hand or using ticket-printing machine.
- Record number and types of articles marked and pack articles in boxes.
- Record price, buyer, and grade of product on tickets attached to products auctioned.

Detailed Tasks

Detailed Work Activities:

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

processing.

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

Detailed Tasks

Detailed Work Activities:

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



systems

- operate scanner
- process mail through postage machine
- provide customer service
- sell products or services
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Labor Market Comparison

Description	Order Fillers, Wholesale and Retail Sales	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Difference
Median Wage	\$ 19,860	\$ 41,950	\$ 22,090
10th Percentile Wage	\$ 15,330	\$ 20,940	\$ 5,610
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 24,350	\$ 46,460	\$ 22,110
90th Percentile Wage	\$ 30,370	\$ 49,170	\$ 18,800
Mean Wage	\$ 21,410	\$ 37,630	\$ 16,220
Total Employment - 2007	7,670	970	-6,700
Employment Base - 2006	7,601	961	-6,640
Projected Employment - 2016	6,921	845	-6,076
Projected Job Growth - 2006-2016	-8.9 %	-12.1 %	-3.1 %
Projected Annual Openings - 2006-2016	180	10	-170

National Job Posting Trends

Trend for Order Fillers, Wholesale and Retail Sales

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



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

Recommended Programs			
General Office/Clerical and Typing Services			
General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.			
Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Order Fillers, Wholesale and Retail Sales								
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-5081.04	Order Fillers, Wholesale and Retail Sales	100	2	7,670	\$19,860.00	\$0.00	-9%	180
43-5081.03	Stock Clerks-Stockroom, Warehouse, or Storage Yard	80	1	7,670	\$19,860.00	\$0.00	-9%	180
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	79	1	490	\$23,250.00	\$3,390.00	-19%	13
43-5081.02	Marking Clerks	78	2	7,670	\$19,860.00	\$0.00	-9%	180



43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	78	2	970	\$41,950.00	\$22,090.00	-12%	10
43-5051.00	Postal Service Clerks	76	2	580	\$44,780.00	\$24,920.00	-3%	13
41-2031.00	Retail Salespersons	75	2	18,460	\$22,050.00	\$2,190.00	4%	677
43-5081.01	Stock Clerks, Sales Floor	75	1	7,670	\$19,860.00	\$0.00	-9%	180
41-9041.00	Telemarketers	75	2	1,670	\$23,680.00	\$3,820.00	-18%	59
29-2051.00	Dietetic Technicians	74	3	170	\$27,270.00	\$7,410.00	13%	7
43-3021.01	Statement Clerks	74	2	1,990	\$27,580.00	\$7,720.00	1%	28
43-3071.00	Tellers	74	2	2,970	\$21,770.00	\$1,910.00	18%	184
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	74	2	1,700	\$29,700.00	\$9,840.00	-14%	26
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	73	1	310	\$28,060.00	\$8,200.00	-3%	8
43-9041.02	Insurance Policy Processing Clerks	73	2	1,810	\$31,380.00	\$11,520.00	-8%	22

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

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Postal service	491100	99.96%	197,637	181,070	-8.38%

Top Industries for Order Fillers, Wholesale and Retail Sales

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.82%	406,079	370,728	-8.71%
Department stores	452100	16.56%	282,337	232,482	-17.66%
Other general merchandise stores	452900	9.11%	155,334	175,987	13.30%
Warehousing and storage	493100	3.42%	58,300	65,157	11.76%
Employment services	561300	2.57%	43,742	46,324	5.90%
Clothing stores	448100	2.50%	42,692	37,499	-12.16%
Grocery and related product wholesalers	424400	2.26%	38,557	35,278	-8.50%
Pharmacies and drug stores	446110	1.85%	31,599	29,366	-7.07%
General medical and surgical hospitals, public and private	622100	1.51%	25,696	23,804	-7.36%



Miscellaneous nondurable goods merchant wholesalers	424900	1.11%	18,994	17,279	-9.03%
Electronics and appliance stores	443100	0.97%	16,458	13,754	-16.43%
Wholesale electronic markets and agents and brokers	425100	0.95%	16,236	15,416	-5.05%
Office supplies, stationery, and gift stores	453200	0.91%	15,522	10,716	-30.97%
Motor vehicle and motor vehicle parts and supplies merchant wholesalers	423100	0.82%	14,032	13,402	-4.49%
Local government, excluding education and hospitals	939300	0.80%	13,602	12,785	-6.00%