



# TORO Analysis of Weighers, Measurers, Checkers, and Samplers, Recordkeeping to Office Clerks, General

## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	43-5111.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Office Clerks, General	43-9061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:



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Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	91	Level	89	Level	80

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Oral Expression	57	9	72	Active Listening	57	4	78	Clerical	79	30	74
Speech Recognition	55	9	65					Customer and Personal Service	62	11	76
Speech Clarity	42	7	65								
Near Vision	57	7	62								
Written Expression	46	7	50								
Written Comprehension	48	4	62								
Number Facility	39	4	56								
Problem Sensitivity	46	4	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Office Clerks, General. GAP refers to level difference between Weighers, Measurers, Checkers, and Samplers, Recordkeeping and Office Clerks, General.

## ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General	Importance
Oral Comprehension	50	50	78
Oral Expression	48	57	72
Speech Recognition	46	55	65



Speech Clarity	35	42	65
Written Comprehension	44	48	62
Near Vision	50	57	62
Information Ordering	42	42	56
Number Facility	35	39	56
Mathematical Reasoning	35	35	53
Selective Attention	48	37	53
Written Expression	39	46	50
Problem Sensitivity	42	46	50
Category Flexibility	44	42	50
Perceptual Speed	37	37	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General	Importance
Active Listening	53	57	78
Reading Comprehension	76	59	72

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General	Importance
Customer and Personal Service	51	62	76
Clerical	49	79	74

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General	Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General
10+ years	14%	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	17%	6%	Master's Degree	0%	0%
2-4 years	15%	3%	Post-Bachelor Cert	0%	0%
1-2 years	14%	48%	Bachelors	0%	0%
6-12 months	17%	12%	AA or Equiv	9%	12%
3-6 months	1%	6%	Some College	23%	21%
1-3 months	2%	1%	Post-Secondary Certificate	6%	14%
0-1 month	2%	1%	High School Diploma or GED	60%	47%
None	14%	19%	No HSD or GED	0%	4%



Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General
<b>Most Common Educational/Training Requirement:</b>	
Short-term on-the-job training	Short-term on-the-job training
<b>Job Zone Comparison</b>	
<b>1 - Job Zone One: Little or No Preparation Needed</b>  No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.  These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.  Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.	<b>2 - Job Zone Two: Some Preparation Needed</b>  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

Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General
Core Tasks	Core Tasks
Generalized Work Activities: <ul style="list-style-type: none"> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</li> <li>Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.</li> </ul>	Generalized Work Activities: <ul style="list-style-type: none"> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.</li> <li>Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> </ul>
Specific Tasks	Specific Tasks
Occupation Specific Tasks: <ul style="list-style-type: none"> <li>Collect or prepare measurement, weight, or identification labels; and attach them to products.</li> <li>Collect product samples and prepare them for laboratory analysis or testing.</li> <li>Communicate with customers and vendors to exchange information regarding products, materials, and services.</li> </ul>	Occupation Specific Tasks: <ul style="list-style-type: none"> <li>Answer telephones, direct calls and take messages.</li> <li>Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.</li> </ul>



- Compare product labels, tags, or tickets, shipping manifests, purchase orders, and bills of lading to verify accuracy of shipment contents, quality specifications, and/or weights.
- Compute product totals and charges for shipments.
- Count or estimate quantities of materials, parts, or products received or shipped.
- Document quantity, quality, type, weight, test result data, and value of materials or products, in order to maintain shipping, receiving, and production records and files.
- Examine products or materials, parts, subassemblies, and packaging for damage, defects, or shortages, using specification sheets, gauges, and standards charts.
- Fill orders for products and samples, following order tickets, and forward or mail items.
- Inspect incoming loads of waste to identify contents and to screen for the presence of specific regulated or hazardous wastes.
- Inspect products and examination records to determine the number of defects per worker and the reasons for examiners' rejections.
- Maintain financial records, such as accounts of daily collections and billings, and records of receipts issued.
- Maintain, monitor, and clean work areas, such as recycling collection sites, drop boxes, counters and windows, and areas around scale houses.
- Operate scalehouse computers to obtain weight information about incoming shipments such as those from waste haulers.
- Prepare measurement tables and conversion charts, using standard formulas.
- Remove from stock products or loads not meeting quality standards, and notify supervisors or appropriate departments of discrepancies or shortages.
- Signal or instruct other workers to weigh, move, or check products.
- Sort products or materials into predetermined sequences or groupings for display, packing, shipping, or storage.
- Store samples of finished products in labeled cartons and record their location.
- Transport materials, products, or samples to processing, shipping, or storage areas, manually or using conveyors, pumps, or hand trucks.
- Unload or unpack incoming shipments.
- Weigh or measure materials, equipment, or products to maintain relevant records, using volume meters, scales, rules, and/or calipers.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Complete work schedules, manage calendars and arrange appointments.
- Compute, record, and proofread data and other information, such as records or reports.
- Count, weigh, measure, and/or organize materials.
- Deliver messages and run errands.
- Inventory and order materials, supplies, and services.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Make travel arrangements for office personnel.
- Monitor and direct the work of lower-level clerks.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes.
- Process and prepare documents, such as business or government forms and expense reports.
- Review files, records, and other documents to obtain information to respond to requests.
- Train other staff members to perform work activities, such as using computer applications.
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.

#### Detailed Tasks

#### Detailed Work Activities:

- answer calls using switchboard
- answer customer or public inquiries
- arrange teleconference calls
- assist with business or managerial research
- calculate monetary exchange



## Detailed Tasks

## Detailed Work Activities:

- attach or mark identification onto products or containers
- collect fees
- compute financial data
- confer with vendors
- convey cargo by hand truck
- direct and coordinate activities of workers or staff
- inspect products or materials for damage, defects, or shortages
- interview customers
- load, unload, or stack containers, materials, or products
- maintain records, reports, or files
- manage inventories or supplies
- measure, weigh, or count products or materials
- monitor materials or supplies
- operate business machines
- operate calculating devices
- package goods for shipment or storage
- process orders for merchandise
- read blueprints
- repair and maintain grounds keeping equipment and tools
- requisition stock, materials, supplies or equipment
- retrieve or place goods from/into storage
- signal directions or warnings to coworkers
- sort books, publications, or other items
- stock or organize goods
- take inventory to identify items to be reordered
- understand measuring devices
- use computers to enter, access or retrieve data
- use oral or written communication techniques
- use telephone communication techniques

- calculate monetary exchange
- carry messages or packages
- classify information according to content or purpose
- collate printed materials
- communicate with customers or employees to disseminate information
- compile data for financial reports
- compile itinerary of planned meetings or activities
- complete patient insurance forms
- compute financial data
- date stamp messages, mail, or other information
- develop travel itinerary
- direct and coordinate activities of workers or staff
- disburse checks to satisfy accounts payable
- distribute correspondence or mail
- ensure correct grammar, punctuation, or spelling
- enter time sheet information
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out insurance forms
- fill out purchase requisitions
- greet customers, guests, visitors, or passengers
- index information resources
- maintain account records
- maintain appointment calendar
- maintain inventory of office equipment or furniture
- maintain inventory of office forms
- maintain job descriptions
- maintain legal forms
- maintain record of organization expenses
- maintain records, reports, or files
- maintain telephone logs
- maintain travel expense accounts
- manage inventories or supplies
- measure, weigh, or count products or materials
- obtain information from individuals
- operate business machines
- operate calculating devices
- operate duplicating equipment
- organize legal information or records
- perform office equipment maintenance not requiring service call
- prepare bank deposits
- prepare meeting agenda
- prepare or maintain employee records



- prepare tax reports
- prepare travel vouchers
- process account invoices
- process invoices
- process medical records
- process payroll documents, records, or checks
- proofread printed or written material
- provide customer service
- receive or disburse cash related to payments received
- resolve customer or public complaints
- route multi-line telephone calls
- schedule employee work hours
- schedule meetings or appointments
- select software for clerical activities
- sell products or services
- sort books, publications, or other items
- sort mail letters or packages
- take dictation
- take messages
- transcribe spoken or written information
- type document from machine transcription
- type letters or correspondence
- understand technical operating, service or repair manuals
- use accounting or bookkeeping software
- use computers to enter, access or retrieve data
- use library or online Internet research techniques
- use oral or written communication techniques
- use relational database software
- use spreadsheet software
- use telephone communication techniques
- use word processing or desktop publishing software
- write business correspondence

### Labor Market Comparison

Description	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	Office Clerks, General	Difference
Median Wage	\$ 28,060	\$ 24,040	\$( 4,020)
10th Percentile Wage	\$ 20,110	\$ 15,370	\$( 4,740)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 33,770	\$ 29,520	\$( 4,250)
90th Percentile Wage	\$ 37,710	\$ 34,880	\$( 2,830)



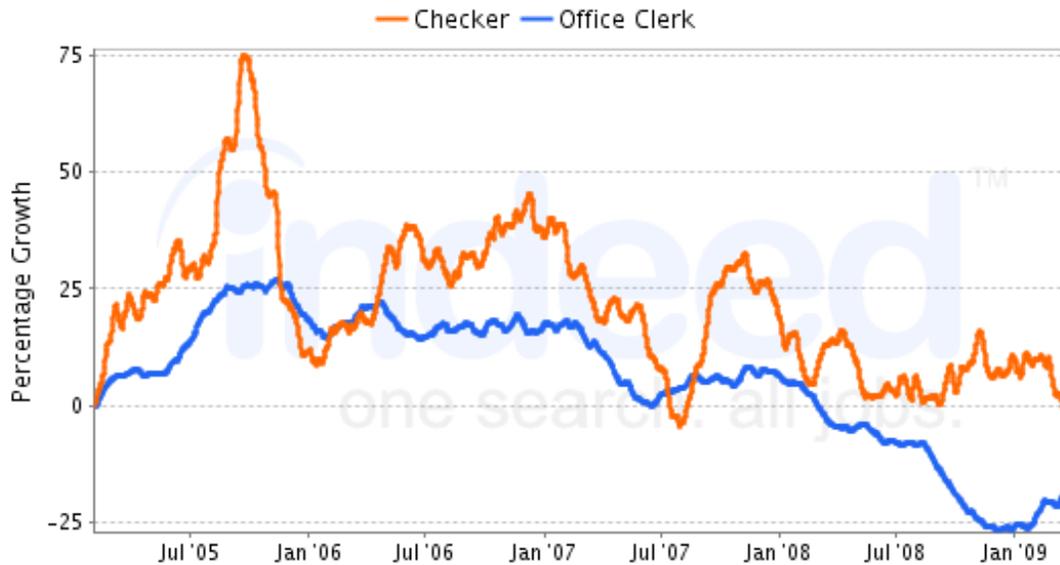
Mean Wage	\$ 28,450	\$ 24,580	\$( 3,870)
Total Employment - 2007	310	13,910	13,600
Employment Base - 2006	302	14,238	13,936
Projected Employment - 2016	292	15,020	14,728
Projected Job Growth - 2006-2016	-3.3 %	5.5 %	8.8 %
Projected Annual Openings - 2006-2016	8	339	331

### National Job Posting Trends

Trend for Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Trend for Office Clerks, General

#### Job Trends from Indeed.com



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

### Recommended Programs

General Office/Clerical and Typing Services

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

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

### Maine Statewide Promotion Opportunities for Weighers, Measurers, Checkers, and Samplers, Recordkeeping



O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	100	1	310	\$28,060.00	\$0.00	-3%	8
43-9041.02	Insurance Policy Processing Clerks	87	2	1,810	\$31,380.00	\$3,320.00	-8%	22
43-9041.01	Insurance Claims Clerks	87	2	1,810	\$31,380.00	\$3,320.00	-8%	22
43-5051.00	Postal Service Clerks	85	2	580	\$44,780.00	\$16,720.00	-3%	13
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	84	3	7,220	\$29,840.00	\$1,780.00	6%	177
13-2053.00	Insurance Underwriters	83	3	460	\$56,090.00	\$28,030.00	-1%	12
43-6014.00	Secretaries, Except Legal, Medical, and Executive	83	2	10,400	\$28,260.00	\$200.00	-6%	172
43-5011.00	Cargo and Freight Agents	83	2	170	\$40,360.00	\$12,300.00	5%	5
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	83	2	970	\$41,950.00	\$13,890.00	-12%	10
29-2071.00	Medical Records and Health Information Technicians	83	3	760	\$29,180.00	\$1,120.00	16%	34
43-3051.00	Payroll and Timekeeping Clerks	83	3	650	\$30,470.00	\$2,410.00	-3%	17
43-4141.00	New Accounts Clerks	83	2	210	\$28,080.00	\$20.00	-14%	6
43-4011.00	Brokerage Clerks	82	3	270	\$39,120.00	\$11,060.00	-13%	8
43-4131.00	Loan Interviewers and Clerks	82	2	770	\$28,060.00	\$0.00	-9%	14
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	82	3	510	\$30,330.00	\$2,270.00	12%	10

### Top Industries for Office Clerks, General

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
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Local government, excluding education and hospitals	939300	6.76%	216,353	239,442	10.67%
Employment services	561300	5.73%	183,333	205,732	12.22%
Colleges, universities, and professional schools, public and private	611300	5.46%	174,730	192,577	10.21%
Elementary and secondary schools, public and private	611100	3.90%	124,823	129,588	3.82%
General medical and surgical hospitals, public and private	622100	3.64%	116,610	127,184	9.07%
State government, excluding education and hospitals	929200	3.15%	100,831	87,729	-12.99%
Offices of physicians	621100	2.61%	83,460	113,946	36.53%
Religious organizations	813100	1.96%	62,566	73,970	18.23%
Management of companies and enterprises	551100	1.74%	55,727	63,288	13.57%
Legal services	541100	1.54%	49,191	58,552	19.03%
Offices of real estate agents and brokers	531200	1.53%	48,935	64,594	32.00%
Junior colleges, public and private	611200	1.45%	46,336	50,439	8.86%
Insurance agencies and brokerages	524210	1.36%	43,651	48,643	11.44%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.35%	43,237	55,570	28.53%
Depository credit intermediation	522100	1.23%	39,275	39,448	0.44%

### Top Industries for Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Other support services	561900	18.46%	14,586	15,601	6.96%
Grocery stores	445100	8.37%	6,614	5,634	-14.81%
Warehousing and storage	493100	4.60%	3,638	3,793	4.28%
Miscellaneous durable goods merchant wholesalers	423900	3.36%	2,658	2,383	-10.36%
Animal slaughtering and processing	311600	3.08%	2,437	2,171	-10.89%
Grocery and related product wholesalers	424400	2.94%	2,322	1,982	-14.62%
Nonmetallic mineral mining and quarrying	212300	2.23%	1,766	1,480	-16.21%
Wholesale electronic markets and agents and brokers	425100	2.17%	1,714	1,519	-11.40%
Other general merchandise stores	452900	1.79%	1,417	1,498	5.71%
Plastics product manufacturing	326100	1.74%	1,378	1,140	-17.24%
Fruit and vegetable preserving and specialty food manufacturing	311400	1.66%	1,310	927	-29.21%
Local government, excluding education and hospitals	939300	1.45%	1,145	1,005	-12.29%



Employment services	561300	1.30%	1,029	1,017	-1.18%
Crop production; primary job	111000	1.29%	1,016	526	-48.24%
Miscellaneous nondurable goods merchant wholesalers	424900	1.24%	977	829	-15.12%