



# Office Clerks, General



## What Is It?

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

## What Do They Typically Do?

- Working with Computers
- Communicating with Supervisors, Peers, or Subordinates
- Getting Information

## Annual Income:

- Entry Level: \$27,220
- Typical: \$39,670
- Experienced: \$44,880

## Major Employers:

Educational Services, Health Care and Social Assistance, Government

## What do I do next?

### Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

### Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: [idahoworks.gov](http://idahoworks.gov)

### Explore all pathways to certification:

[labor.idaho.gov/jobscope](http://labor.idaho.gov/jobscope)

### Talk to your school counselor or advisor for more information

## Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: [idahodigitallearning.org](http://idahodigitallearning.org)

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.