



Receptionists and Information Clerks

**NEXT
STEPS**
IDAHO

What Is It?

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes Switchboard Operators, Including Answering Service (43-2011).

What Do They Typically Do?

- Working with Computers
- Getting Information
- Performing for or Working Directly with the Public

Annual Income:

- Entry Level: \$25,590
- Typical: \$30,890
- Experienced: \$34,920

Major Employers:

Professional, Scientific, and Technical Services, Health Care and Social Assistance, Other Services (Except Public Administration)

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

Explore all pathways to certification:

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

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

www.NextSteps.Idaho.gov



Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

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