Jobs in Idaho

Data Entry Keyers

NEXT STEPS IDAHO

What Is It?

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes Word Processors and Typists (43-9022).

What Do They Typically Do?

- Working with Computers
- Processing Information
- Documenting/Recording Information

Annual Income:

- Entry Level: $26,740
- Typical: $33,750
- Experienced: $36,350

Major Employers:

Professional, Scientific, and Technical Services,Administrative and Support Services,Health Care and Social Assistance

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/jobscape

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

IDAHO WORKFORCE DEVELOPMENT COUNCIL

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

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