



Word Processors and Typists

**NEXT
STEPS**
I D A H O

What Is It?

Use word processor, computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Excludes Data Entry Keyers (43-9021), Secretaries and Administrative Assistants (43-6011 through 43-6014), Court Reporters (23-2091), and Medical Transcriptionists (31-9094).

What Do They Typically Do?

- Working with Computers
- Communicating with Supervisors, Peers, or Subordinates
- Establishing and Maintaining Interpersonal Relationships

Annual Income:

- Entry Level: \$30,430
- Typical: \$37,690
- Experienced: \$46,510

Major Employers:

Educational Services, 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

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



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

A proud partner of the [americanjobcenter](http://americanjobcenter.org) network