Jobs in Idaho

Office Machine Operators, Except Computer

NEXT STEPS IDAHO

What Is It?

Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines. Excludes Computer Operators (43-9011), Mail Clerks and Mail Machine Operators, Except Postal Service (43-9051) and Billing and Posting Clerks (43-3021).

What Do They Typically Do?

- Working with Computers
- Getting Information
- Organizing, Planning, and Prioritizing Work

Annual Income:

- Entry Level: $26,890
- Typical: $31,600
- Experienced: $38,560

Major Employers:

Wholesale Trade,Finance and Insurance,Professional, Scientific, and Technical Services

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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