

SUPERVISORS - LIBRARY, CORRESPONDENCE AND RELATED

NOC 12012: SUPERVISORS, LIBRARY, CORRESPONDENCE AND RELATED INFORMATION WORKERS

Oversee and coordinate the activities of survey interviewers and library, correspondence, publication, regulatory and statistical clerks.



3-YEAR OUTLOOK

Undetermined

3-YEAR JOB OPENINGS

22

MEDIAN HOURLY WAGE

$35.12

$19.90 LOW

$55.00 HIGH

TYPICALLY REQUIRED

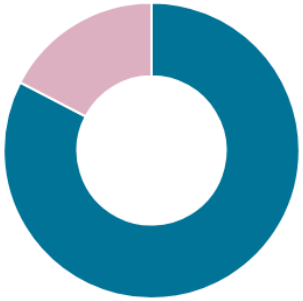
College or apprenticeship

EMPLOYED

119

AVERAGE SALARY

$80,000



EMPLOYMENT BY INDUSTRY

82.6%	Public administration
Suppressed	Suppressed
Suppressed	Suppressed
17.4%	All Other Industries



EMPLOYMENT BY AGE

8.7%	15-24
Suppressed	25-34
26.1%	35-44
13.0%	45-54
21.7%	55-64
30.4%	65+

ALSO KNOWN AS

- Advertising Clerks Supervisor
- Correspondence Clerks Supervisor
- Library Clerks Supervisor
- Publication Clerks Supervisor
- Statistical Clerks Supervisor
- Survey Interviewers Supervisor

MAIN DUTIES:

This group performs some or all of the following duties:

- Coordinate, assign and review the work of clerks engaged in the following duties: conducting surveys and interviews; collecting and compiling statistics; preparing and issuing licences, passports and other regulatory documents; reshelving books and performing other tasks in libraries; writing correspondence including e-mails and preparing material for translation and publication
- Establish work schedules and procedures and co-ordinate activities with other work units or departments.

