

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

TYPICALLY REQUIRED



3-YEAR JOB OPENINGS

30

MEDIAN HOURLY WAGE

\$25.91

\$15.92 \$40.42

EMPLOYED

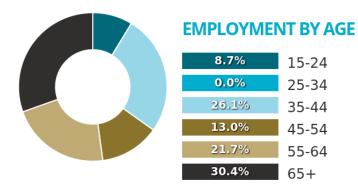
108

AVERAGE SALARY

\$80,000

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.

EMPLOYMENT BY INDUSTRY 82.6% Public administration N/A N/A N/A N/A All Other Industries



ALSO KNOWN AS

- Advertising Clerks
 Supervisor
- Publication Clerks
 Supervisor
- Correspondence Clerks Supervisor
- Statistical Clerks
 Supervisor
- Library 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 coordinate activities with other work units or departments



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