



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 \$55.00
LOW HIGH

TYPICALLY REQUIRED



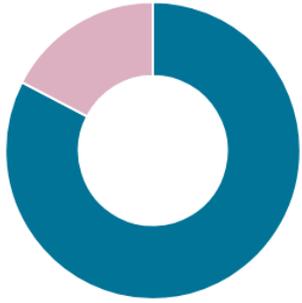
College or apprenticeship

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.

