

PERSONNEL CLERKS

NOC 14102

Assist personnel officers and human resources specialists and process information relating to staffing, recruitment, training, labour relations and performance evaluations.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

22

MEDIAN HOURLY WAGE

$25.13

$25.00 LOW

$38.04 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

209

AVERAGE SALARY

$57,000



EMPLOYMENT BY INDUSTRY

46.3%	Public administration
14.6%	Health care and social assistance
12.2%	Educational services
26.8%	All Other Industries



EMPLOYMENT BY AGE

17.1%	15-24
14.6%	25-34
24.4%	35-44
29.3%	45-54
9.8%	55-64
4.9%	65+

ALSO KNOWN AS

- Classification Clerk - Human Resources
- Employment Clerk
- Human Resources Assistant
- Human Resources Clerk
- Labour Relations Clerk
- Personnel Services Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
- Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to personnel activities
- Respond to telephone and written enquiries from staff and the general public regarding personnel matters
- Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks.

