

DATA ENTRY CLERKS

NOC 14111

Use various methods to input data into computerized files, spreadsheets, or databases.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

112

MEDIAN HOURLY WAGE

$20.19

$17.75 LOW $28.21 HIGH

TYPICALLY REQUIRED



High school / on-the-job training

EMPLOYED

916

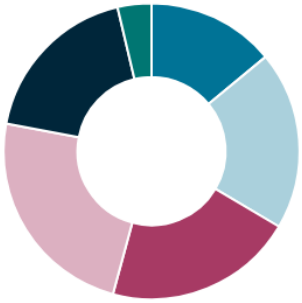
AVERAGE SALARY

$46,200



EMPLOYMENT BY INDUSTRY

23.0%	Public administration
15.2%	Finance and insurance
10.3%	Transportation and warehousing
51.5%	All Other Industries



EMPLOYMENT BY AGE

14.0%	15-24
19.5%	25-34
20.7%	35-44
23.8%	45-54
18.3%	55-64
3.7%	65+

ALSO KNOWN AS

- Data Control Clerk
- Data Entry Operator
- Data Input Clerk
- Data Processor
- Payment Entry Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Receive and register invoices, forms, records and other documents for data capture
- Input data into computerized databases, spreadsheets or other templates using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools
- Import and/or export data between different kinds of software
- Verify accuracy and completeness of data
- Identify, label and organize electronic storage media
- Maintain libraries of electronic storage media.

