

COLLECTION CLERKS

NOC 14202

Collect payments on overdue accounts and bad cheques and locate debtors to make collection arrangements.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

29

MEDIAN HOURLY WAGE

$23.56

$18.00 LOW $28.00 HIGH

TYPICALLY REQUIRED



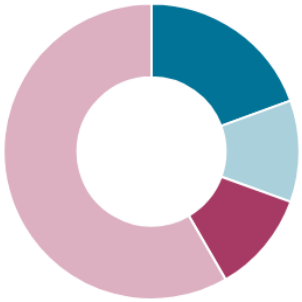
High school / on-the-job training

EMPLOYED

209

AVERAGE SALARY

$48,000



EMPLOYMENT BY INDUSTRY

19.4%	Transportation and warehousing
11.1%	Manufacturing
11.1%	Administrative and support, waste management and remediation services
58.3%	All Other Industries

EMPLOYMENT BY AGE

Suppressed	15-24
Suppressed	25-34
Suppressed	35-44
Suppressed	45-54
Suppressed	55-64
Suppressed	65+

ALSO KNOWN AS

- Bill Collector
- Collection Clerk
- Collection Officer (Except Taxation)
- Collections Investigation Officer
- Collector
- Credit And Collection Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Notify debtors of overdue payments and accounts by telephone, mail, and registered mail, and continue the notification process if reply is not received
- Resolve collection issues by making payment arrangements by telephone or visit to debtor
- Recommend further action or discontinuation of service in cases where payment is not forthcoming
- Trace and locate debtors, and may contact debtors' friends, neighbours, relatives and employers to obtain information.

