

CORRESPONDENCE, PUBLICATION AND REGULATORY CLERKS

NOC 14301

Write correspondence, proofread and compile material for publication, or process forms and documents, such as applications, licences, permits, contracts and registrations.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

32

MEDIAN HOURLY WAGE

$27.25

$19.23 LOW — $37.00 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

303

AVERAGE SALARY

$49,200



EMPLOYMENT BY INDUSTRY

48.2%	Public administration
10.7%	Health care and social assistance
8.9%	Information and cultural industries
32.1%	All Other Industries



EMPLOYMENT BY AGE

5.6%	15-24
25.9%	25-34
24.1%	35-44
27.8%	45-54
11.1%	55-64
5.6%	65+

ALSO KNOWN AS

- Advertising Clerk
- Application Clerk
- Authorization Clerk
- By-Law Clerk
- Classified Advertising Clerk
- Contract Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Receive customers' orders for classified advertising, write and edit copy, calculate advertising costs and bill customers.
- Write business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints.
- Assist in the preparation of periodicals, advertisements, catalogues, directories and other material for publication
- Read newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients.

