



# 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 \$37.00  
LOW HIGH

## TYPICALLY REQUIRED



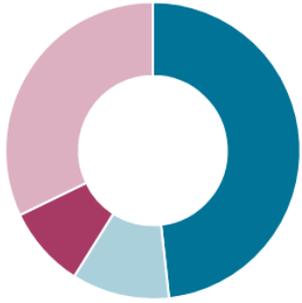
College or apprenticeship

## EMPLOYED

**303**

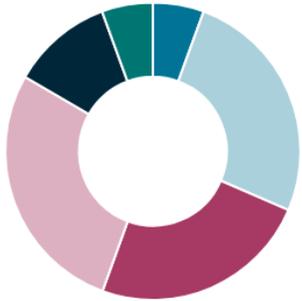
## AVERAGE SALARY

**\$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.

