

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



3-YEAR JOB OPENINGS

34

MEDIAN HOURLY WAGE

\$25.00

\$18.46 \$32.50

TYPICALLY REQUIRED

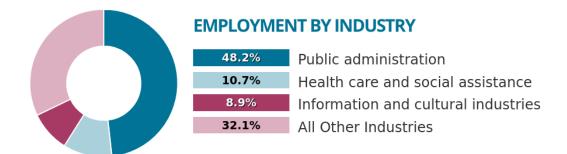


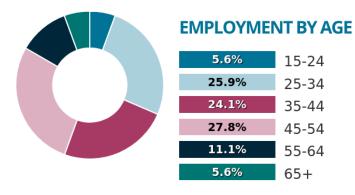
EMPLOYED

300

AVERAGE SALARY

\$49,200





ALSO KNOWN AS

- Advertising Clerk
- By-Law Clerk

- Application Clerk
- Authorization 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.

