

| SSOC 2010 | OCCUPATION | SSOC 2005 |
|-----------|---|-----------|
| 4 | <u>CLERICAL SUPPORT WORKERS</u> | |
| 40 | CLERICAL SUPERVISORS | |
| 400 | CLERICAL SUPERVISORS | |
| 4000 | <u>Clerical Supervisors</u> | |
| 40000 | Clerical supervisor | new item |
| 41 | GENERAL AND KEYBOARD CLERKS | |
| 411 | GENERAL OFFICE CLERKS | |
| 4110 | <u>General Office Clerks</u> | |
| 41101 | Office clerk (general) | 41201 |
| 41102 | Filing and copying clerk | 41205 |
| 41103 | Personnel/Human resource clerk | 41206 |
| 41109 | Other administrative clerks (eg public relations clerk) | 41209 |
| 412 | SECRETARIES AND VERBATIM REPORTERS | |
| 4120 | <u>Secretaries and Verbatim Reporters</u> | |
| 41201 | Secretary | 41111 |
| 41202 | Verbatim reporter | 41112 |
| 413 | KEYBOARD OPERATORS | |
| 4131 | <u>Typists and Word Processing Operators</u> | |
| 41311 | Stenographer | 41121 |
| 41312 | Typist | 41122 |
| 41319 | Other word processors and related operators | 41129 |
| 4132 | <u>Data Entry Clerks</u> | |
| 41320 | Data entry clerk | 41130 |

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| 42 | CUSTOMER SERVICES CLERKS | |
| 421 | TELLERS, MONEY COLLECTORS AND RELATED CLERKS | |
| 4211 | <u>Bank Tellers and Other Counter Clerks</u> | |
| 42111 | Bank teller | 42121 |
| 42112 | Postal service counter clerk | 42122 |
| 42113 | Money changer | 42123 |
| 42119 | Other tellers and counter clerks | 42129 |
| 4213 | <u>Pawnbrokers and Moneylenders</u> | |
| 42131 | Pawnbroker | 42131 |
| 42132 | Moneylender | 42132 |
| 4214 | <u>Bill Collectors and Related Workers</u> | |
| 42141 | Bill collector | 42191 |
| 42149 | Other bill collectors and related workers | 42199 (part) |
| 422 | CLIENT INFORMATION CLERKS | |
| 4221 | <u>Travel Agency and Related Clerks</u> | |
| 42210 | Travel agency/service clerk | 42210 |
| 4223 | <u>Telephone Operators</u> | |
| 42230 | Telephone operator | 42231, 42239 |
| 4224 | <u>Receptionists and Information Clerks</u> | |
| 42241 | Receptionist (general) | 42221 |
| 42242 | Hotel receptionist | 42222 |
| 42243 | Medical/Dental receptionist | 42223 |
| 42244 | Airport receptionist/clerk | 42224 |
| 42245 | Customer service clerk | 42225 |
| 42246 | Contact centre information clerk | 42229 (part) |
| 42249 | Other receptionists and information clerks | 42229 (part) |
| 4229 | <u>Client Information Clerks Not Elsewhere Classified</u> | |
| 42290 | Client information clerk nec | 42290 |

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| 43 | NUMERICAL AND MATERIAL-RECORDING CLERKS | |
| 431 | NUMERICAL CLERKS | |
| 4311 | <u>Accounting and Bookkeeping Clerks</u> | |
| 43111 | Bookkeeper | 41301 |
| 43112 | Ledger and accounts clerk | 41302 |
| 43113 | Audit clerk | 41303 |
| 43114 | Payroll/Wages clerk | 41304 |
| 43115 | Billing clerk | 41305 |
| 43116 | Purchasing clerk | 41309 (part) |
| 43119 | Other accounting clerks (eg cost clerk) | 41309 (part) |
| 4312 | <u>Finance and Insurance Clerks</u> | |
| 43121 | Bank operations clerk | 41309 (part) |
| 43122 | Insurance/Underwriting clerk | 41203 |
| 43123 | Securities clerk | 41306 |
| 43129 | Other finance and insurance clerks (eg credit clerk) | 41309 (part) |
| 4314 | <u>Statistical Clerks</u> | |
| 43141 | Statistical clerk (general) | 41411 |
| 43142 | Enumerator/Market research interviewer | 41412 |
| 43149 | Other statistical clerks | 41419 |
| 4315 | <u>Computer Operations Clerks</u> | |
| 43151 | Data processing control clerk | 41421 |
| 43159 | Other computer operations clerks | 41429 |
| 432 | MATERIAL-RECORDING AND TRANSPORT CLERKS | |
| 4321 | <u>Stock Clerks</u> | |
| 43211 | Stock records clerk | 41512 |
| 43212 | Storekeeper | 41513 |
| 43219 | Other stock clerks | 41519 (part) |
| 4322 | <u>Production Clerks</u> | |
| 43221 | Material planning clerk | 41521 |
| 43222 | Production planning clerk | 41522 |
| 43229 | Other production clerks | 41529 |
| 4323 | <u>Transport Clerks</u> | |
| 43231 | Shipping clerk | 41511 |
| 43239 | Other transport clerks (eg land and air transport) | 41519 (part) |

Major Group 4: Clerical Support Workers

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|-----------|--|-----------|
| 44 | OTHER CLERICAL SUPPORT WORKERS | |
| 441 | OTHER CLERICAL SUPPORT WORKERS | |
| 4411 | <u>Library Clerks</u> | |
| 44110 | Library clerk | 41204 |
| 4417 | <u>Legal Clerks</u> | |
| 44170 | Legal clerk | 41202 |
| 4419 | <u>Clerical Support Workers Not Elsewhere Classified</u> | |
| 44191 | Proofreading clerk | 49001 |
| 44199 | Other clerical support workers nec | 49009 |