



## PERSONNEL CLERKS

NOC 14102

Assist personnel officers and human resources specialists and process information relating to staffing, recruitment, training, labour relations and performance evaluations.



### 3-YEAR OUTLOOK



*Undetermined*

### 3-YEAR JOB OPENINGS

**23**

### MEDIAN HOURLY WAGE

**\$23.63**

\$16.83 \$31.79  
LOW HIGH

### TYPICALLY REQUIRED



College or apprenticeship

### EMPLOYED

**188**

### AVERAGE SALARY

**\$57,000**

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

<b>46.3%</b>	Public administration
<b>14.6%</b>	Health care and social assistance
<b>12.2%</b>	Educational services
<b>26.8%</b>	All Other Industries



### EMPLOYMENT BY AGE

<b>17.1%</b>	15-24
<b>14.6%</b>	25-34
<b>24.4%</b>	35-44
<b>29.3%</b>	45-54
<b>9.8%</b>	55-64
<b>4.9%</b>	65+

### ALSO KNOWN AS

- Classification Clerk - Human Resources
- Human Resources Clerk
- Employment Clerk
- Labour Relations Clerk
- Human Resources Assistant
- Personnel Services Clerk

### MAIN DUTIES:

- This group performs some or all of the following duties:
- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
  - Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to personnel activities
  - Respond to telephone and written enquiries from staff and the general public regarding personnel matters
  - Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks.



The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).