



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

43

MEDIAN HOURLY WAGE

\$25.64

\$16.16 \$32.31
LOW HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

275

AVERAGE SALARY

\$49,200



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

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:

Classified advertising clerks

- Receive customers' orders for classified advertising, write and edit copy, calculate advertising costs and bill customers.

Correspondence clerks

- Write business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints.

