



# 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

**\$27.00**

\$20.00 \$34.53  
LOW HIGH

## TYPICALLY REQUIRED



College or apprenticeship

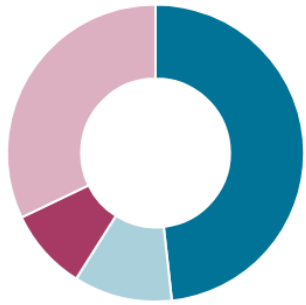
## EMPLOYED

**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](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

<b>48.2%</b>	Public administration
<b>10.7%</b>	Health care and social assistance
<b>8.9%</b>	Information and cultural industries
<b>32.1%</b>	All Other Industries



### EMPLOYMENT BY AGE

<b>5.6%</b>	15-24
<b>25.9%</b>	25-34
<b>24.1%</b>	35-44
<b>27.8%</b>	45-54
<b>11.1%</b>	55-64
<b>5.6%</b>	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.



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