

Job Description

job titles (3)	
organisations /employers/industries (5)	
departments (5)	
tasks/duties (10)	
skills (5)	
education/diplomas (1)	
salary (1)	

- *What are some other professional **administrative job titles** referring to an office clerk? (3)*
- *What are typical **organisations/employers/industries** for office clerks? (5)*
- *What **departments** does an office clerk work for? (5)*
- *What does an office clerk do? **Taks? Duties?** (10)*
- *What **skills** are important? (5)*
- *What formal **education** is required for this job? (1)*
- *What is the median annual **salary**? (1)*