

Occupation Title: Office Clerks, General

Industry Sector: Business and Finance

EMSI Data As Of: September 2016

Standard Occupational Classification Code: 43-9061

2015-2020 JOB OPENINGS AREA DISTRIBUTION

Area	# of Jobs 2015	# of Jobs 2020	% Change 2015-20	Replacements 2015-20	Job Openings 2015-20
Los Angeles County	102,715	109,080	6%	11,570	17,935
Orange County	33,026	34,942	6%	3,729	5,645
Long Beach	4,504	4,632	3%	537	665

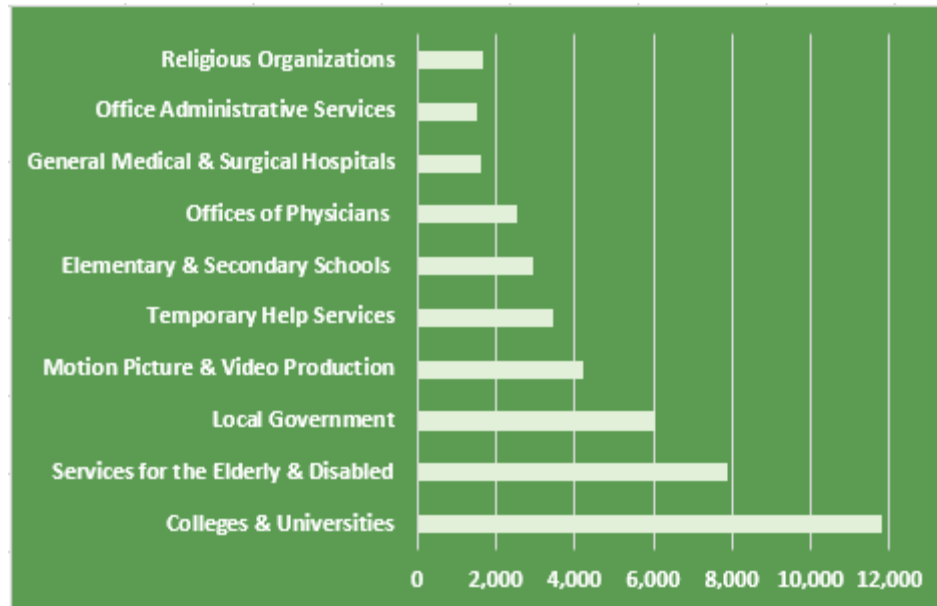
% Change represents employment growth projected in the next five years (new jobs created).
Replacements are the number of jobs that are projected to be open due to retirements and turnover.
Job Openings represent all job openings, whether the jobs are new or due to retirements /turnover.

EMPLOYMENT WAGE INFORMATION- LA COUNTY

	Rate type	Entry level	Median	Experienced
2015 Employment Wage Statistics	Annual Wage or Salary	\$23,108.80	\$30,846.40	\$39,416
	Hourly Wage	\$11.11	\$14.83	\$18.95

Earnings exclude benefits. Median earnings represent the wage at which half of the workers in the occupation earned more than that amount

TOP 10 INDUSTRIES EMPLOYING THIS OCCUPATION—LA COUNTY



REAL-TIME EMPLOYERS WITH JOB OPENINGS- LA COUNTY

Employer	Title(s)
Los Angeles County	Senior Clerk
Appleone	General Office Clerk, Office Assistant
Robert Half International Inc.	Data Entry Clerk, Logistics Clerk
Officeteam	General Office Clerk, Office Assistant
University of California-Los Angeles	Administrative Assistant
Act One Inc.	Data Entry Clerk, Receptionist
Trade Press Publishing Corp	Administrative Clerk, General Office Clerk
FedEx Corporation	Administrative Assistant
Pacific Clinics	File Clerk, Operations Clerk

Office Clerks, General: Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample of Reported Job Titles: Administration Assistant, Administrative Assistant, Clerk, Customer Service Representative, Office Assistant, Office Clerk, Office Coordinator, Office Manager, Receptionist, Secretary.