Clerks perform a range of clerical and administrative tasks.

**Job title examples**

- Administration Officer
- Administration Assistant
- Clerical officer
- Clerical assistant

**What clerks do**

- record, prepare, sort, classify and file information
- sort, open and send mail
- photocopy and fax documents
- prepare reports of a routine nature
- record issue of equipment to staff
- receive letters and telephone messages
- transcribe information onto computers, and proofread and correct copy
- may provide customers with information about services
- may perform receptionist duties

**Main employing industries**

- Public Administration and Safety
- Professional, Scientific, and Technical Services (e.g. law firms, accounting firms, consultancies)
- Health Care and Social Assistance
- Education and Training

**Qualifications**

The following government subsidised qualifications are available in NSW:

- **Certificate II in Business** available as a traineeship or qualification
- **Certificate II in Government** available as a traineeship or qualification
- **Certificate III in Automotive Administration** available as a traineeship or qualification
- **Certificate III in Business** available as a traineeship or qualification
- **Certificate III in Business Administration** available as a traineeship or qualification
- **Certificate III in Events** available as a traineeship or qualification
- **Certificate III in Local Government** available as a traineeship or qualification
Certificate III in Micro Business Operations available as a qualification

Apprenticeships and traineeships: Find out how to get an apprenticeship or traineeship.

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the Course Finder to find training in your area, estimate your fee and find a training provider.

Job prospects and pay

- There are around 81,325 clerks working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

Average weekly full time earnings (before tax):
- Clerks: $1,000
- All occupations: $1,200

Related jobs

- Call or Contact Centre Worker
- Inquiry Clerk
- Keyboard Operator
- Receptionist

To find out more regarding these related jobs, visit the Job Guides Homepage.

Information sources
Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0
Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16
Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23