

Clerk

Clerks perform a range of clerical and administrative tasks.

Job title examples

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

Other jobs in this field of work

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

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

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

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014