

Correspondence, Publication and Regulatory Clerks

Description

Clerks in this unit group write correspondence, proofread material for accuracy, compile material for publication, verify, record and process forms and documents, such as applications, licenses, permits, contracts, registrations and requisitions, and perform other related clerical duties in accordance with established procedures, guidelines and schedules. They are employed by newspapers, periodicals, publishing firms and by establishments throughout the private and public sectors.

Duties:

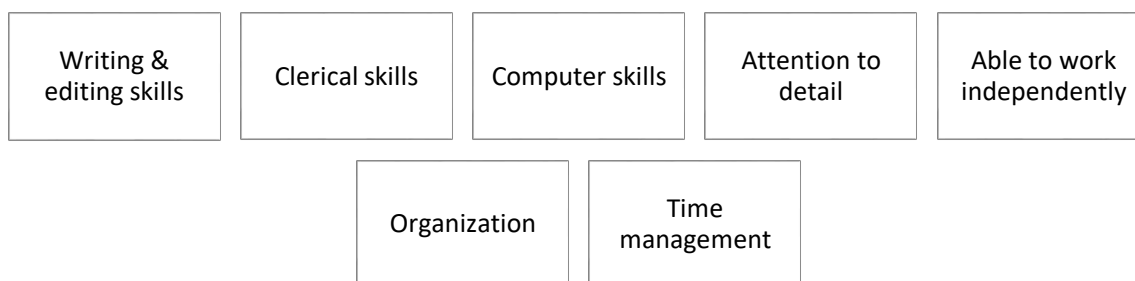
- Classified advertising clerks receive customers' orders for classified advertising, write and edit copy, calculate advertising costs and bill customers.
- Correspondence clerks write business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints.
- Editorial assistants and publication clerks assist in the preparation of periodicals, advertisements, catalogues, directories and other material for publication; proofread material; verify facts and conduct research.
- Proofreaders read material prior to publication to detect and mark for correction any grammatical, typographical or compositional errors within tight deadlines.
- Readers and press clippers read newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients.
- Regulatory clerks compile, verify and process applications, licences, permits, contracts, registrations, requisitions and other documents in accordance with established procedures using processing systems; and authorize and issue licences, permits, registration papers, reimbursements and other material after documents have been processed and approved.

Other titles:

- passport clerk
- registry clerk
- authorization clerk
- by-law clerk
- customs clerk
- documentation clerk
- advertising clerk
- directory compiler
- editorial assistant
- proofreader
- classified advertising clerk
- translation clerk
- contract clerk
- application clerk

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is required

Post-secondary diploma/degree

- Additional courses or a diploma in writing, journalism, or a related field may be required

Certification

- Previous clerical or administrative experience may be required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as correspondence, publication and regulatory clerks are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR)	Average Wages and Salaries (POR)	Median Wages and Salaries (POW)	Average Wages and Salaries (POW)
\$41,665	\$44,847	\$36,481	\$38,356

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
9112 Other federal services	30	35

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)