

Section 5 – Job Classifications

See the Technical Manual for definitions of the job classifications used in this section. Job classifications from the *Dictionary of Occupational Titles* (D.O.T.) that relate to the DISTRIBUTION career kit are broken down into two classifications: they are (1) primarily-related and (2) secondarily-related occupations.

A. Primarily Related Occupations

The DISTRIBUTION career kit is primarily related to the following specific occupations of the D.O.T.:

| | |
|------------------------------|-------------|
| Shipping and Receiving Clerk | 222.387-050 |
| Inventory Clerk | 222.387-026 |
| Distributing Clerk | 222.587-018 |
| Stock Clerk | 222.387-058 |
| Parcel-Post Clerk | 222.387-038 |

Job descriptions for job titles for primarily-related jobs (as described by the D.O.T.):

222.387-050 SHIPPING AND RECEIVING CLERK (clerical)

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify against bills of lading, invoices, orders, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates. Assembles wooden or cardboard containers or selects pre-assembled containers. Inserts items into containers, using spacers, fillers, and protective padding. Nails covers on wooden crates and binds containers with metal tape using strapping machine. Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers. Posts weights, shipping charges and affixes postage. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Routes items to departments. May operate tier-lift truck or use handtruck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area. May direct others in preparing outgoing and receiving incoming shipments. May perform only shipping or receiving activities and be known as SHIPPING CLERK (clerical) or RECEIVING CLERK (clerical). May be designated according to specialty as FREIGHT CLERK (clerical); RESHIPING CLERK (clerical). May receive damaged or defective goods returned to establishment and be designated RETURNED-GOODS RECEIVING CLERK (clerical). May receive unsold products returned by DRIVER, SALES ROUTE (ret. tr.; whole tr.) and be designated ROUTE RETURNER (clerical).

222.387-026 INVENTORY CLERK (clerical)

Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using a computer. Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory. Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies. Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost. Prepares reports, such as inventory balance, price lists, and shortages. Prepares list of depleted items and recommends survey of defective or unusable items. May operate office machines, such as typewriter or calculator. May stock and issue materials or merchandise. May be designed according to item inventoried as Property-And-Equipment Clerk (petrol. & gas); or type of inventory as Inventory Clerk, Physical (clerical).

222.587-018 DISTRIBUTING CLERK (clerical) alternate titles: packing-and-shipping clerk; publications-distribution clerk

Assembles and routes various types of printed material: Assembles specified number of forms, manuals, or circulars for each addressee as indicated by distribution tables or instructions. Wraps, ties, or places material in envelopes, boxes, or other containers. Stamps, types, or writes addresses on packaged materials. Forwards packages by mail, messenger, or through message center. Keeps records of materials sent. May requisition and store materials to maintain stock [STOCK CLERK (clerical)].

222.387-058 STOCK CLERK (clerical) alternate titles: stock checker; stockroom clerk; storekeeper; storeroom clerk; storeroom keeper; stores clerk; supply clerk; supply-room clerk

Receives, stores, and issues equipment, material, supplies, merchandise, food-stuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard: Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. Examines stock to verify conformance to specifications. Stores articles in bins, on floor, or on shelves, according to identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles, using labeling equipment. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. May cut stock to size to fill order. May move or transport material or supplies to other departments, using hand or industrial truck. May maintain inventory and other stock records, using computer terminal. May be designated according to material, equipment, or product stored as Camera-Storeroom Clerk (motion picture); Oil-House Attendant (clerical); Wire Stockkeeper (steel & rel.); or work location as Wine-Cellar Stock Clerk (hotel & rest.); or stage in manufacture of

material or goods as Finished-Goods Stock Clerk (clerical); or container in which goods are stored as Drum-Stock Clerk (clerical). May receive and store incoming shipments of yarn, thread, or jute stock and verify color standards of shipment and be known as Color Standards Clerk (clerical). May be designated: Custodian, Blood Bank (medical ser.); Food Storeroom Clerk (hotel & res.); Hogshead-Stock Clerk (tobacco); Material Stockkeeper, Yard (petrol. & gas); Mold Picker (rubber goods); Paint Stocker (aircraft mfg.); Pattern-Room Attendant (foundry); Printing-Plate (clerical); Refrigerator-Room Clerk (clerical). May receive, store, and sort unserviceable equipment and supplies for sale, disposal, or reclamation and be known as Salvage Clerk (clerical).

222.387-038 PARCEL-POST CLERK (clerical) parcel-post packer; parcel-post weigher.

Wraps, inspects, weighs, and affixes postage to parcel-post packages and records c.o.d. and insurance information: Wraps packages or inspects wrapping for conformance to company standards and postal regulations. Weighs packages and determines postage, using scale and parcel-post zone book, and affixes postage stamps to packages. Records information, such as value, charges, and destination of insured and c.o.d. packages. Copies and attaches c.o.d card to packages to indicate amount to be collected. Addresses packages or compares addresses with records to verify accuracy. May compute cost of merchandise, shipping fees, and other charges and bill customer. May sort parcels for shipment, according to destination or other classification, and place parcels in mail bags or bins and be designated as MAIL-ORDER SORTER (ret.).

B. Secondarily Related Occupations

The DISTRIBUTION career kit is secondarily related to the following Occupational Group Arrangement of the D.O.T.:

22 PRODUCTION AND STOCK CLERKS AND RELATED OCCUPATIONS

This division includes occupations concerned with compiling and maintaining production records, expediting flow of work and materials, and receiving, storing, shipping, issuing, requisitioning, and accounting for materials and goods.

Job titles that fall under the 22 Production and Stock Clerk and Related Occupations that secondarily relate to the DISTRIBUTION career kit are as follows:

| | |
|----------------------|-------------|
| Production Clerk | 221.382-018 |
| Repair-Order Clerk | 221.382-022 |
| Control Clerk | 221.387-018 |
| Checker | 221.587-010 |
| Lost-and-Found Clerk | 222.367-034 |
| Parts Clerk | 222.367-042 |
| Car Checker | 222.387-014 |
| Inventory Clerk | 222.387-026 |
| Material Clerk | 222.387-034 |
| Stock Clerk | 222.387-058 |

| | |
|----------------------|-------------|
| Storekeeper | 222.387-062 |
| Order Filler | 222.487-014 |
| Kitchen Clerk | 222.587-022 |
| Mailer | 222.587-030 |
| Route-Delivery Clerk | 222.587-034 |
| Receiving Checker | 222.687-018 |
| Routing Clerk | 222.687-022 |
| Shipping Checker | 222.687-030 |

The DISTRIBUTION career kit relates to the 07 Business Detail interest area of the *Guide for Occupational Exploration (G.O.E.)*. Some job titles that fall within the 07 Business Detail category that relate to the DISTRIBUTION career kit are as follows:

| | |
|--|-------------|
| Transportation Agent (air trans.) | 912.367-014 |
| Traffic Clerk (bus. ser.) | 221.367-078 |
| Dispatcher, Motor Vehicle (clerical) | 249.167-014 |
| Expediter (clerical) | 222.367-018 |
| Reservation Clerk (clerical) | 238.362-014 |
| Scheduler, Maintenance (clerical) | 221.367-066 |
| Travel Clerk (gov. ser.) | 238.167-010 |
| Order Dispatcher, Chief (light, heat, & power) | 959.137-018 |
| Schedule Maker (motor trans.) | 913.167-018 |
| Advertising-Dispatch Clerk (print. & pub.) | 247.387-014 |
| Disbursement Clerk (finan. inst.) | 209.367-022 |
| Claims Clerk (insurance) I | 241.362-010 |
| File Clerk (clerical) II | 206.367-014 |
| Order Clerk (clerical) | 249.367-054 |
| Repair-Order Clerk (clerical) | 221.382-022 |
| Stock-Control Clerk (clerical) | 219.367-034 |
| Control Clerk, Auditing (insurance) | 209.362-014 |
| Train Clerk (r.r. trans.) | 219.462-014 |
| Yard Clerk (r.r. trans.) | 209.367-054 |
| Mail Clerk (clerical) | 209.587-026 |
| Parcel-Post Clerk (clerical) | 222.387-038 |
| Shipping-Order Clerk (clerical) | 219.367-030 |
| Registered-Mail Clerk (finan. inst.) | 209.587-038 |
| Routing Clerk (finan. inst.) | 209.567-018 |
| Trust-Mail Clerk (finan. inst.) | 209.562-014 |
| Mail Carrier (gov. ser.) | 230.367-010 |
| Mail Handler (gov. ser.) | 209.687-014 |
| Rural-Mail Carrier (gov. ser.) | 230.363-010 |
| Routing Clerk (nonprofit organ.) | 249.367-070 |
| Clerk, Route (tel. & tel.) | 235.562-010 |

C. Worker Trait Group Arrangement

There are 66 worker trait groups that are based upon the supplement to the Dictionary of Occupational Titles. The Worker Trait Group that relates most to the DISTRIBUTION career kit is 07.05 Information Processing: Records. Workers in this group compile, review, and maintain recorded information. Records and schedules are kept accurate, and worker activities scheduled. Employment can be found in most businesses, institutions, and government agencies. A complete description of the Worker Trait Group Arrangement appears in the Technical Manual–Section 2.

1. Interest Patterns

Workers in the DISTRIBUTION career area generally prefer the following types of interest patterns:

- 2 – Interest in Business Contact with People
- 3 – Interest in Routine, Concrete Activities
- 6 – Interest in Communication Data

A description of the Interest Patterns appears in the Technical Manual–Section 2 – Job Classifications.

2. Work Conditions

Workers in the DISTRIBUTION career area need to adjust to the following physical surroundings and work conditions:

- | | |
|-----------------|-----------------------------|
| Work Locations | I – Inside |
| | O – Outside |
| | B – Both Inside and Outside |
| Work Conditions | N/A |

A description of the Work Conditions appears in the Technical Manual–Section 2 – Job Classifications.

3. Worker Temperaments

Workers within the DISTRIBUTION career area are willing to adjust to the following types of work situations:

- 5 – Dealing with People
- O – Objective
- Y – Attainment of Standards

A description of Worker Temperaments appears in the Technical Manual–Section 2 – Job Classifications.

4. Data, People, and Things

Workers in the DISTRIBUTION career area have the following DATA, PEOPLE, and THINGS levels:

| | Levels | | | | | | | | | | | |
|------------|--------|---|---|---|---|------|---|---|--|--|--|--|
| | Low | | | | | High | | | | | | |
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | | | | |
| D – Data | | | | | | 4 | 3 | | | | | |
| P – People | 7 | 6 | | | | | | | | | | |
| T – Things | 7 | 6 | | | | | | | | | | |

A description of Data, People, and Things appears in the Technical Manual–Section 2 – Job Classifications.

5. Physical Demands

Workers within the DISTRIBUTION career area must be able to perform the following types of physical activities:

| | |
|---------------------|--|
| Strength | L – Light work |
| | S – Sedentary work |
| Physical Activities | 4. Reaching, handling, fingering, and/or feeling |
| | 5. Talking and/or hearing |
| | 6. Seeing |

A description of Physical Demands appears in the Technical Manual–Section 2 – Job Classifications.

6. Aptitudes

These levels of aptitudes (ability to learn) are related to the average successful performance of workers within the DISTRIBUTION career area. Levels are rated on a 5 to 1 scale. Occupations related to the DISTRIBUTION career area have the following aptitude levels:

| Aptitudes | Levels | | | | |
|--------------------------------|--------|----|---|---|------|
| | Low | to | | | High |
| | 5 | 4 | 3 | 2 | 1 |
| G – Intelligence | | | | | |
| V – Verbal | | | | | |
| N – Numerical | | | | | |
| S – Spatial Discrimination | | | | | |
| P – Form Perception | | | | | |
| Q – Clerical Perception | | | | | |
| K – Motor Coordination | | | | | |
| F – Finger Dexterity | | | | | |
| M – Manual Dexterity | | | | | |
| E – Eye–Hand–Foot Coordination | 5 | | | | |
| C – Color Discrimination | | | | | |

A description of Aptitudes appears in the Technical Manual–Section 2 – Job Classifications.

7. General Educational Development

GED is the general level of reasoning, math, and language skills acquired through schools, experience, or self-directed study. There are six GED difficulty levels ranging from the most complex (6) to the simplest (1).

GED levels for the DISTRIBUTION career area are:

| | Levels | | | | | |
|-----------|--------|---|---|------|---|---|
| | Low | | | High | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Reasoning | | | 3 | | | |
| Math | | | 3 | | | |
| Language | | | 3 | | | |

A description of General Educational Development appears in the Technical Manual–Section 2.

8. Preparation and Training

Workers within the DISTRIBUTION career area usually gain the competencies and credentials they need in order to enter or advance to occupations in this group through formal education and training programs or through work experience.

Entry and Advancement Information

- E – To enter some occupations, workers need only the required competencies and credentials.
- A – To advance to some occupations, workers need not only the required competencies and credentials, but also related work experience.

Related Formal Training Programs

Workers usually gain the competencies and credentials they need to enter occupations in this group in the following ways:

- T – Technical school training or formal apprenticeship program.
- V – Vocational courses in home economics or trade or industrial fields.
- NFT – No formal training.

Training Time

Occupations in this group may require from 1 month up to and including 1 year (SVP 3,4,5).

A description of Preparation and Training appears in the Technical Manual–Section 2 – Job Classifications.

9. Related High School Level Courses

The high school courses listed in this section are related to the occupations represented for this particular career area. Students should consider these courses as they plan their careers and select high school courses. They can use their interest and ability in these courses as clues to their level of interest.

High school subjects directly related to this occupational group are as follows:

- Services
- General Clerical
- Secretarial and Typing

High school subjects indirectly related to this occupational group are:

- Language Skills
- Basic Math Skills
- Transportation
- General Merchandising & Marketing
- Accounting
- Data Processing

10. Occupations Within This Worker Trait Group

07.05.01 Coordinating and Scheduling

| | |
|---|----------------------------|
| Crew Scheduler (air trans.) | 215.362-010 |
| Senior Reservations Agent (air trans.) | 238.137-014 |
| Transportation Agent (air trans.) | 912.367-014 |
| Traffic Clerk (bus. ser.) | 221.367-078 |
| Dispatcher, Motor Vehicle Expediter | 249.167-014 222.367-018 |
| Personnel Scheduler | 215.367-014 |
| Reservation Clerk | 238.362-014 |
| Scheduler, Maintenance | 221.367-066 |
| Space Scheduler | 238.367-022 |
| Travel Clerk (gov. ser.) | 238.167-010 |
| Manager, Reservations (hotel & rest.) | 238.137-010 |
| Order Dispatcher, Chief | 959.137-018 |
| Calendar-Control Clerk, Blood Bank | 245.367-018 |
| Assignment Clerk (motor trans.) | 215.367-010 |
| Schedule Maker (motor trans.) | 913.167-018 |
| Travel Counselor, Auto. Club | 238.167-014 |
| Guide, Travel | 353.167-010 |
| Advertising-Dispatch Clerk | 247.387-014 |
| Television-Schedule Coordinator | 199.387-010 |
| Car Clerk, Pullman | 215.167-010 |
| Boat Dispatcher (water trans.) | 184.167-010 |
| Booking Clerk (water trans.) | 248.367-014 |

07.05.02 Record Verification and Proofing

| | |
|--|-------------|
| Claims Clerk (auto. mfg.) | 241.387-010 |
| Reader (bus. ser.) | 249.387-022 |
| Credit Authorizer | 249.367-022 |
| Customer-Complaint Clerk | 241.367-014 |
| Data-Examination Clerk | 209.387-022 |
| Mortgage-Closing Clerk | 219.362-038 |
| Pedigree Tracer | 249.387-018 |
| Disbursement Clerk (finan. inst.) | 209.367-022 |
| Letter-of-Credit Clerk | 219.387-018 |
| Mail Censor (gov. ser.) | 243.367-010 |
| Claims Clerk (ins.) | 241.362-010 |
| Insurance Checker (ins.) | 219.482-014 |
| Reviewer (ins.) | 209.687-018 |
| Revival Clerk (ins.) | 219.362-050 |
| Investigator, Utility-Bill Complaints | 241.267-034 |
| Meter Reader, Chief | 209.137-014 |
| Braille Proofreader | 209.367-014 |
| Classified-Ad Clerk | 247.387-022 |
| Copy Holder (print. & pub.) | 209.667-010 |
| Production Proofreader | 247.667-010 |
| Script Reader (radio & TV) | 131.267-022 |
| Title Searcher (real estate) | 209.367-046 |
| Credit Reference Clerk | 209.362-018 |

07.05.03 Record Preparation & Maintenance

| | |
|---|-------------|
| Engineering-Document-Control Clerk | 206.367-010 |
| Aircraft-Log Clerk | 221.362-010 |
| Airplane-Dispatch Clerk | 248.367-010 |
| Space-and-Storage Clerk (ammunition) | 219.387-026 |
| Order-Department Supervisor | 169.167-038 |
| Call-Out Operator (bus. ser.) | 237.367-014 |
| Coding Clerk | 209.387-010 |
| Compiler | 209.387-014 |
| File Clerk | 206.367-014 |
| Insurance Clerk | 219.387-014 |
| Lost-Charge-Card Clerk | 209.367-034 |
| Personnel Clerk | 209.362-026 |
| Repair-Order Clerk | 221.382-022 |
| Reproduction Order Processor | 221.367-058 |
| Return-To-Factory Clerk | 209.387-042 |
| Shorthand Reporter | 202.362-010 |
| Stenographer | 202.362-014 |
| Stenotype Operator | 219.362-022 |
| Stock Control Clerk | 219.367-034 |
| Tape Librarian | 206.387-030 |
| Progress Clerk | 221.362-022 |
| Quality-Control Clerk | 229.587-014 |
| Attendance Clerk | 219.362-014 |

07.05.04 Routing and Distribution

| | |
|------------------------------------|-------------|
| Correspondence-Review Clerk | 209.367-018 |
| Mail Clerk | 209.587-026 |
| Mailroom Supervisor | 209.137-010 |
| Parcel-Post Clerk | 222.387-038 |
| Route-Delivery Clerk | 222.587-034 |
| Shipping-Order Clerk | 219.367-030 |
| Messenger, Bank | 230.367-014 |
| Registered-Mail Clerk | 209.587-038 |
| Routing Clerk | 209.567-018 |
| Trust-Mail Clerk | 209.562-014 |
| Mail Carrier | 230.367-010 |
| Mail Handler | 209.687-014 |
| Rural-Mail Carrier | 230.363-010 |
| Braille-and-Talking Books Clerk | 222.587-014 |
| Contact Clerk | 209.387-018 |
| Work-Order-Sorting Clerk | 221.367-082 |
| Order-Control Clerk, Blood Bank | 245.367-026 |
| Office Copy Selector | 249.687-010 |
| Merchandise Distributor | 219.367-018 |
| Clerk, Route (tel. & tel.) | 235.562-010 |
| Radio-Message Router | 235.387-010 |