

General Office Clerks

SOC: 43-9061 • Career Profile Report

■ Key Facts

\$43,630

Median Salary

177,800

Employment

-7.0%

Growth Rate

■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Medium Risk - 45.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■■ Work-Life Balance

8.6/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Customer-service skills, Detail oriented, Organizational skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

General Office Clerks are administrative support professionals who perform a wide range of **routine clerical and office tasks** that keep organizations running smoothly. They handle information flow, assist staff, and support daily operations across departments, often serving as the backbone of office productivity. Their role is versatile, detail-oriented, and essential in nearly every industry.

This career is well suited for individuals who enjoy organization, multitasking, and supporting teams through efficient administrative work.

What Do General Office Clerks Do?

General office clerks handle everyday administrative duties that support office operations.

Common responsibilities include:

- Filing, scanning, and maintaining paper and digital records
- Answering phones, emails, and directing inquiries
- Entering data into spreadsheets or office systems
- Preparing documents, reports, and correspondence
- Sorting and distributing mail and deliveries
- Ordering office supplies and managing inventory
- Assisting staff with scheduling or basic coordination tasks

Types of Office Support Tasks

General office clerks perform varied duties depending on the workplace:

- Administrative Support: General assistance to departments or teams.
- Data and Records Support: Managing files and information systems.
- Customer or Front Desk Support: Greeting visitors and handling inquiries.
- Mailroom or Document Processing: Handling physical and digital documents.
- Scheduling and Coordination: Supporting calendars and meetings.

Skills and Abilities Needed

General office clerks combine organization with basic technical and communication skills.

Core Professional Skills

Personal Qualities That Matter

Education and Training Pathway

Most general office clerks enter the field with basic education and on-the-job training:

- High School Diploma or Equivalent: Typical minimum requirement
- On-the-Job Training: Learning office systems and procedures
- Basic Computer Skills: Word processing, email, and spreadsheets
- Office or Administrative Courses (optional): Useful for advancement
- Continued Skill Development: Improving software and organizational skills

Where Do General Office Clerks Work?

General office clerks are employed across virtually all industries:

- Corporate Offices and Businesses
- Healthcare Facilities
- Educational Institutions
- Government Agencies

- Nonprofit Organizations
- Small Businesses and Local Offices

Work is typically office-based and follows regular business hours.

How Much Do General Office Clerks Earn?

Earnings vary by industry, location, and experience:

- Entry-Level Clerks: Typically earn hourly wages
- Experienced Office Clerks: Often earn higher pay with additional responsibilities
- Specialized or Lead Clerks: May earn more depending on role scope

Compensation may include benefits and opportunities for advancement.

Is This Career Difficult?

General office clerical work is manageable but requires consistency and attention to detail. Clerks must juggle multiple tasks, follow procedures, and maintain accuracy in routine work. The challenge lies in staying organized and efficient while supporting varied office needs.

Who Should Consider Becoming a General Office Clerk?

This career may be a strong fit if you:

- Enjoy organized, task-oriented work
- Are comfortable using computers and office tools
- Like supporting teams and office operations
- Value stable, entry-accessible employment
- Want a role with transferable administrative skills

How to Prepare Early

- Practice typing, data entry, and basic office software
- Develop organization and time management habits
- Learn professional communication skills
- Gain experience through internships or office roles
- Explore administrative or clerical training programs

General office clerks keep workplaces functioning smoothly by handling essential administrative tasks—providing structure, organization, and reliable support that enables teams and organizations to operate efficiently every day.