



*Updating the
International Standard Classification of Occupations (ISCO)*

*Draft ISCO-08 Group Definitions:
Occupations in Business and Administration*

POLICY INTEGRATION DEPARTMENT
BUREAU OF STATISTICS

ISCO-08 Draft Definitions - Business and administration

ISCO 08 Code

24

Title EN

Business and administration professionals

Lead Statement

Business and administration professionals perform analytical, conceptual and practical tasks to provide services in financial matters, human resource development, public relations and marketing, sales in the technical, medical, information and communication technology areas and conduct, reviews of organizational structures, methods and systems as well as quantitative analyses of information affecting investment programs.

Task statement

Tasks performed by workers in this sub-major group usually include: collecting, analysing and interpreting information on the financial viability, cost structures and trading effectiveness of organizations; conducting audits, preparing financial statements and controlling treasury systems for organizations; developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities; developing, implementing and evaluating staff recruitment, training and development programs; researching, developing and implementing marketing and public relations campaigns; studying and developing methods and policies to improve and promote government and business operations and effectiveness; acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions; assessing customers' needs and explaining and demonstrating goods and services to them.

Included occupations

Excluded occupations

Notes

ISCO 08 Code**241****Title EN****Finance professionals****Lead Statement**

Tasks performed by workers in this sub-major group usually include: collecting, analysing and interpreting information on the financial viability, cost structures and trading effectiveness of organizations; conducting audits, preparing financial statements and controlling treasury systems for organizations; developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities; developing, implementing and evaluating staff recruitment, training and development programs; researching, developing and implementing marketing and public relations campaigns; studying and developing methods and policies to improve and promote government and business operations and effectiveness; acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions; assessing customers' needs and explaining and demonstrating goods and services to them.

Task statement

Tasks performed usually include: preparing and organizing financial statements for an organization; reviewing financial materials of an organization; providing financial advice to individuals and organizations; preparing analytic reports concerning segments of the economy and the economy as a whole.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code
2411
Title EN
Accountants

Lead Statement

Accountants plan, organize and administer accounting systems for individuals and establishments. Some occupations classified here examine and analyse the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures.

Task statement

Tasks include:

- (a) advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems;
- (b) preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies;
- (c) preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials;
- (d) preparing or reporting on profit forecasts and budgets;
- (e) conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy;
- (f) auditing accounts and bookkeeping records;
- (g) conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc.;
- (h) devising and controlling a system to determine unit cost of products and services.

Included occupations

Examples of the occupations classified here:

- Accountant
- Accountant, chartered
- Accountant, certified
- Accountant, management
- Accountant, tax
- Auditor

Excluded occupations

Some related occupations classified elsewhere:

- Assistant, accounting - 3314
- Bookkeeper - 3313

Notes

ISCO 08 Code**2412****Title EN****Financial and investment advisers****Lead Statement**

Financial and investment advisers develop financial plans for individuals and organizations, and invest and manage funds on their behalf.

Task statement

Tasks include:

- (a) building and maintaining a client base;
- (b) interviewing clients to determine financial status and objectives, risk tolerance and other information needed to develop financial plans and investment strategies;
- (c) setting financial objectives, and developing and implementing strategies for achieving the financial objectives;
- (d) arranging to buy and sell stocks and bonds for clients;
- (e) monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets;
- (f) recommending and arranging insurance cover for clients.

Included occupations

Examples of the occupations classified here:

- Planner, estate
- Planner, financial

Excluded occupations**Notes**

ISCO 08 Code
2413
Title EN
Financial analysts

Lead Statement

Financial analysts conduct quantitative analyses of information affecting investment programs of public or private institutions.

Task statement

- (a) analysing financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions;
- (b) maintaining knowledge and staying abreast of developments in the fields of industrial technology, business, finance, and economic theory;
- (c) interpreting data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences;
- (d) monitoring fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews;
- (e) recommending investments and investment timing to companies, investment firm staff, or the investing public;
- (f) determining the prices at which securities should be syndicated and offered to the public;
- (g) preparing plans of action for investment based on financial analyses;
- (h) evaluating and comparing the relative quality of various securities in a given industry;
- (i) presenting oral and written reports on general economic trends, individual corporations, and entire industries.

Included occupations

Examples of the occupations classified here:

- Analyst, bond
- Consultant, investment
- Consultant, securities

Excluded occupations

Notes

ISCO 08 Code

242

Title EN

Administration professionals

Lead Statement

Administration professionals apply various concepts and theories related to improving the effectiveness of organizations and the individuals within the organization.

Task statement

Tasks performed usually include: evaluating the structure of organizations and suggesting areas of improvement; ensuring that the operational activities of an organization are consistent with the policy objectives of the organization; recruiting, training, developing, and counselling personnel within an organization.

Included occupations

Excluded occupations

Notes

ISCO 08 Code**2421****Title EN****Management and organization analysts****Lead Statement**

Management and organization analysts assist organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures.

Task statement

Tasks Include:

- (a) assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organizations' resources;
- (b) analysing and evaluating current systems and structures;
- (c) discussing current systems with staff and observing systems at all levels of organization;
- (d) directing clients towards more efficient organization and developing solutions to organizational problems;
- (e) undertaking and reviewing work studies by analysing existing and proposed methods and procedures such as administrative and clerical procedures;
- (f) recording and analysing organizations' work flow charts, records, reports, manuals and job descriptions;
- (g) preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organizational problems;
- (h) assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation;
- (i) reviewing operating procedures and advising of departures from procedures and standards.

Included occupations

Examples of the occupations classified here:

- Analyst, organization and methods
- Consultant, business
- Consultant, management

Excluded occupations

ICT Business Analysts

Notes

ISCO 08 Code**2422****Title EN****Policy administration professionals****Lead Statement**

Policy administration professionals develop and analyse policies guiding the design, implementation and modification of government and commercial operations and programs.

Task statement

Tasks include:

- (a) liaising and consulting with program administrators and other interested parties to identify policy needs;
- (b) reviewing existing policies and legislation to identify anomalies and out-of-date provisions;
- (c) researching social, economic and industrial trends, and client expectations of programs and services provided;
- (d) formulating and analysing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options;
- (e) assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies;
- (f) conducting threat and risk assessments and developing responses;
- (g) reviewing operations and programs to ensure consistency with policies of the organization.

Included occupations

Examples of the occupations classified here:

- Analyst, policy
- Officer, intelligence

Excluded occupations**Notes**

ISCO 08 Code**2423****Title EN****Personnel and careers professionals****Lead Statement**

Personnel and careers professionals provide professional business services related to personnel policies such as employee recruitment or development, occupational analyses and vocational guidance.

Task statement

Tasks include:

- (a) advising on and performing personnel functions relating to employee recruitment, placement, training, promotion, compensation, and employee-management relations or other areas of personnel policy;
- (b) studying and analysing jobs performed in an establishment by various means, including interviews with workers, supervisors and management, and writing detailed position, job or occupation descriptions from information obtained;
- (c) preparing occupational information or working on occupational classification systems;
- (d) advising and working on the foregoing and other aspects of job and occupation analyses in such fields as personnel administration, workforce research and planning, training, or occupational information and vocational guidance;
- (e) studying and advising individuals on employment opportunities, career choices and further education or training that may be desirable.

Included occupations

Examples of the occupations classified here:

- Adviser, careers
- Analyst, job
- Analyst, occupational
- Counsellor, vocational guidance

Excluded occupations**Notes**

ISCO 08 Code**2424****Title EN****Training and staff development professionals****Lead Statement**

Training and staff development professionals plan, develop, implement and evaluate training and development programs to ensure that management and staff acquire the skills and develop the competencies required by organizations to meet organizational objectives.

Task statement

Tasks include:

- (a) identifying training needs and requirements of individuals and organizations;
- (b) setting human resource development objectives and evaluating learning outcomes;
- (c) preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation;
- (d) designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences;
- (e) liaising with external training providers to arrange delivery of specific training and development programs;
- (f) promoting internal and external training and development, and evaluating these promotional activities;
- (g) monitoring and performing ongoing evaluation and assessment of internal and external training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables;
- (h) gathering, investigating and researching background materials to gain an understanding of various subject matters and systems.

Included occupations

Examples of the occupations classified here:

- Officer, training
- Specialist, workforce development

Excluded occupations**Notes**

ISCO 08 Code**33****Title EN****Business and administration associate professionals****Lead Statement**

Business and administration associate professionals perform mostly technical tasks connected with the practical application of knowledge relating to financial accounting and transaction matters, mathematical calculations, human resource development, selling and buying financial instruments, specialized secretarial tasks, and enforcing or applying relevant government rules. Also included are workers who provide business services such as customs clearance, conference planning, job placements, buying and selling real estate or bulk commodities, and serving as agents for performers such as athletes and artists.

Task statement

Tasks performed by workers in this sub-major group usually include recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery; submitting credit and loan applications to management with recommendations for approval or rejection; approving or rejecting applications within authorized limits ensuring that credit standards of the institution are respected; maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants; assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations; selling and buying financial instruments.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code**331****Title EN****Financial and mathematical associate professionals****Lead Statement**

Financial and mathematical associate professionals place a value on various items and property, maintain records of financial transactions, analyze loan application information and render a decision, buy and sell financial instruments, and perform mathematical and related calculations.

Task statement

Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery; submitting credit and loan applications to management with recommendations for approval or rejection; or approve or reject applications within authorized limits ensuring that credit standards of the institution are respected; maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants; assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code**3311****Title EN****Securities and finance dealers and brokers****Lead Statement**

Securities and finance dealers and brokers buy and sell securities, stocks, bonds and other financial instruments, and deal on the foreign exchange on spot or on futures markets, on behalf of their own company or for customers on a commission basis and recommend transactions to clients or senior management.

Task statement

Tasks include:

- (a) obtaining information about the financial circumstances of customers and companies in which investments may be made;
- (b) analysing market trends for securities, bonds, stocks and other financial instruments, including foreign exchange;
- (c) informing prospective customers about market conditions and prospects;
- (d) advising on and participating in the negotiation of terms for, and organization of, loans and placement of stocks and bonds in the financial market to raise capital for customers;
- (e) recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery.

Included occupations

Examples of the occupations classified here:

- Broker, foreign exchange
- Broker, securities
- Broker, stocks and shares

Excluded occupations

Some related occupations classified elsewhere:

- Clerk, securities – 4312

Notes

ISCO 08 Code**3312****Title EN****Credit and loans officers****Lead Statement**

Credit and loan officers analyse and evaluate financial information on applications for credit and loans and determine approval or disapproval of the client for the credit or loan or recommend to management approval or disapproval.

Task statement

Tasks include:

- (a) interviewing applicants for personal, mortgage, student and business loans;
- (b) researching and evaluating loan applicant's financial status, references, credit and ability to repay the loan;
- (c) submitting credit and loan applications to management with recommendations for approval or rejection; or approve or reject applications within authorized limits ensuring that credit standards of the institution are respected;
- (d) keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action;
- (e) completing credit and loan documentation.

Included occupations

Examples of the occupations classified here:

- Manager, financial institution branch
- Officer, loan
- Officer, mortgage

Excluded occupations**Notes**

ISCO 08 Code**3313****Title EN****Accounting associate professionals****Lead Statement**

Accounting associate professionals maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

Task statement

Tasks include:

- (a) maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants;
- (b) verifying accuracy of documents and records relating to payments, receipts and other financial transactions;
- (c) preparing financial statements and reports for specified periods;
- (d) applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work;
- (e) performing related tasks.

Included occupations

Example of the occupations classified here:

- Bookkeeper

Excluded occupations

Some related occupations classified elsewhere:

- Accountant – 2411
- Assistant, accounting – 3314
- Clerk, bookkeeping – 4311

Notes

ISCO 08 Code**3315****Title EN****Valuers and loss assessors****Lead Statement**

Valuers and loss assessors value property and various goods and assess losses covered by insurance policies.

Task statement

Tasks include:

- (a) determining the quality or value of raw materials, real estate, industrial equipment, personal and household effects, works of art, gems and other objects;
- (b) assessing the extent of damage or loss and liabilities of insurance companies and underwriters for losses covered by insurance policies;
- (c) obtaining records of sales and value of similar items or property;
- (d) inspecting items or property to evaluate condition, size, and construction;
- (e) preparing reports of value, outlining the estimation factors and methods used.

Included occupations

Examples of the occupations classified here:

- Appraiser
- Appraiser, real estate
- Assessor, claims
- Assessor, insurance
- Inspector, claims
- Valuer

Excluded occupations

- Auctioneer, – 3339

Notes

ISCO 08 Code**333****Title EN****Business services agents****Lead Statement**

Business service agents establish contacts to sell various business services such as advertising space in the media, carry out customs clearance activities ensuring that necessary documents are in order, match jobseekers with vacancies, find workers for employers, arrange contracts for the performance of athletes, entertainers and artists, as well as for the publication of books, the production of plays, or the recording, performing and sale of music, plan and organize conferences and similar events.

Task statement

Tasks performed usually include:

Carrying out customs clearing procedures for exports or imports; arranging and coordinating conference and event services, such as conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants; matching jobseekers with vacancies; finding workers for vacant posts for employers; showing real estate properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease; selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects; arranging contracts for performers and performances.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code**3331****Title EN****Clearing and forwarding agents****Lead Statement**

Clearing and forwarding agents carry out customs clearing procedures and ensure that insurance, export/import licences and other formalities are in order.

Task statement

Tasks include:

- (a) carrying out customs clearing procedures for exports or imports;
- (b) ensuring that insurance is in order;
- (c) ensuring that export/import licences and other formalities are in order;
- (d) signing and issuing bills of lading;
- (e) checking import/export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system.

Included occupations

Examples of the occupations classified here:

- Agent, clearing
- Agent, forwarding
- Agent, shipping

Excluded occupations**Notes**

ISCO 08 Code**3332****Title EN****Conference and event planners****Lead Statement**

Conference and event planners organize and coordinate services for conferences, events, functions, banquets and seminars.

Task statement

Tasks Include:

- (a) promoting conferences, conventions and trade shows to potential customers;
- (b) responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services;
- (c) meeting with clients to discuss their needs and outlining package options to meet these needs;
- (d) arranging and coordinating services, such as, conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants, logistical arrangements for presenters;
- (e) organizing registration of participants;
- (f) negotiating the type and costs of services to be provided within budget;
- (g) overseeing work by contractors and reporting on variations to work orders.

Included occupations

Examples of the occupations classified here:

- Organizer, conference and event
- Planner, conference
- Planner, wedding

Excluded occupations**Notes**

ISCO 08 Code**3333****Title EN****Employment agents and contractors****Lead Statement**

Employment agents and contractors match jobseekers with vacancies, find workers for employers and contract labour for particular projects at the request of enterprises and other organizations including government, institutions, or find places for jobseekers for a commission.

Task statement

Tasks include:

- (a) matching jobseekers with vacancies;
- (b) finding workers for vacant posts against a commission from the employer or worker;
- (c) discussing with enterprises/organizations the needed skills and other characteristics of the workers to be employed or contracted;
- (d) finding workers with appropriate skills, etc., and undertaking the necessary formalities according to national or international regulations and requirements;
- (e) ensuring that the employment contracts meet legal requirements and signing them;
- (f) advising on training schemes.

Included occupations

Examples of the occupations classified here:

- Agent, employment
- Contractor, labour
- Officer, job placement

Excluded occupations

- Agent, literacy – 3339
- Agent, musical performance – 3339
- Agent, sport – 3339
- Agent, Theatrical – 3339

Notes

ISCO 08 Code**3334****Title EN****Real estate agents and property managers****Lead Statement**

Real estate agents and property managers arrange the sale, purchase, rental and lease of real property, usually on behalf of clients and on a commission basis.

Task statement

Tasks include:

- (a) obtaining information about properties to be sold or leased, the circumstances of their owner and the needs of prospective buyers or tenants;
- (b) showing properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease;
- (c) arranging signing of lease agreements and transfer of property rights;
- (d) collecting rent and bond monies on behalf of owner and inspecting properties before, during and after tenancies;
- (e) ensuring the availability of workers to perform maintenance of the properties.

Included occupations

Examples of the occupations classified here:

- Agent, estate
- Manager, property
- Realtor
- Salesperson, property

Excluded occupations

Some related occupations classified elsewhere:

- Clerk, mortgage – 4312

Notes

ISCO 08 Code**3339****Title EN****Business services agents not elsewhere classified****Lead Statement**

This unit group covers business services agents not classified elsewhere in Minor group 333, Business services agents. For instance, here should be classified those who establish business contacts, sell business services such as advertising space in the media, arrange contracts for performances of athletes, entertainers and artists, as well as for the publication of books, the production of plays, or the recording, performing and sale of music. Also included are those selling objects, properties and goods by auction.

Task statement

In such cases tasks would include:

- (a) obtaining information about services to be sold and needs of prospective buyers;
- (b) negotiating contracts on behalf of seller or buyer and explaining terms of sale and payment to client;
- (c) signing agreements on behalf of seller or buyer and ensuring that contract is honoured;
- (d) making sure that the business service purchased is made available to the buyer in the agreed format at the agreed time;
- (e) selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects.

Included occupations

Examples of the occupations classified here:

- Agent, literary
- Agent, musical performance
- Agent, sports
- Agent, theatrical
- Auctioneer
- Salesperson, business services/advertising

Excluded occupations**Notes**

ISCO 08 Code**421****Title EN****Tellers, money collectors and related clerks****Lead Statement**

Tellers, money collectors and related clerks perform money-handling operations in establishments relating to banking, postal services, betting or gambling, pawning and debt-collecting.

Task statement

Tasks performed usually include: dealing with clients of banks or post offices in connection with money operations or postal services; receiving and paying off bets on results of sporting events; conducting gambling games; lending money against articles deposited or other securities; collecting debts and other payments.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code**4211****Title EN****Bank tellers and related clerks****Lead Statement**

Bank tellers and related clerks deal directly with clients of banks or post offices in connection with receiving, changing and paying out money, or providing mail services.

Task statement

Tasks include:

- (a) process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions;
- (b) crediting and debiting clients' accounts;
- (c) paying bills and making money transfers on clients' behalf;
- (d) receiving mail, selling postage stamps and conducting other post office counter business such as bill payments, money transfers and related business;
- (e) changing money from one currency to another, as requested by clients;
- (f) making records of all transactions and reconciling them with cash balance.

Included occupations

Examples of the occupations classified here:

- Clerk, post office counter
- Money changer
- Teller, bank

Excluded occupations

- Cashiers – 5230

Notes

ISCO 08 Code**4212****Title EN****Bookmakers, croupiers and related gambling workers****Lead Statement**

Bookmakers and croupiers and related gambling workers determine odds and receive and pay off bets on results of sporting or other events, or conduct games of chance in gambling establishments.

Task statement

Tasks include:

- (a) determining risks to decide odds and to hedge or refuse bets;
- (b) preparing and issuing lists of approximate odds;
- (c) distributing cards, rolling dice or spinning a roulette wheel;
- (d) explaining and interpreting operating rules of a gambling establishment;
- (e) announcing winning numbers, paying winners and collecting payments from losers.

Included occupations

Examples of the occupations classified here:

- Bookmaker
- Croupier

Excluded occupations**Notes**

ISCO 08 Code

4213

Title EN

Pawnbrokers and money-lenders

Lead Statement

Pawnbrokers and money-lenders lend money against articles deposited as pledges, or against property or other security.

Task statement

Tasks include:

- (a) evaluating articles offered as pledges, calculating interest, and lending money;
- (b) returning articles when the loan is paid or, in the event of non-payment, selling pledged articles;
- (c) lending money as personal loans against success of future harvest and other similar undertakings;
- (d) collecting loans when the pledge involved the success of future harvest and other similar undertakings;
- (e) keeping a record of items received and money distributed and received.

Included occupations

Examples of the occupations classified here:

- Moneylender
- Pawnbroker

Excluded occupations

Notes

ISCO 08 Code**4214****Title EN****Debt-collectors and related workers****Lead Statement**

Debt-collectors and related workers collect payments on overdue accounts and bad cheques and collect charity payments.

Task statement

Tasks include:

- (a) trace and locate debtors, and may contact debtors' friends, neighbours, relatives and employers to obtain information;
- (b) telephoning, visiting, or writing to customers to collect money or arrange for later payments;
- (c) preparing reports including amounts collected and maintain records and files related to collection work;
- (d) recommending legal action or discontinuation of service when payment cannot be otherwise obtained;
- (e) asking for and collecting charity payments.

Included occupations

Examples of the occupations classified here:

- Collector, bill and account
- Collector, charity
- Collector, debt

Excluded occupations**Notes**

ISCO 08 Code**43****Title EN****Numerical and material recording clerks****Lead Statement**

Numerical clerks and material recording clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters. Some occupations classified here keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Task statement

Tasks performed by workers in this sub-major group usually include helping with accounting and bookkeeping records and computations; calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages, taking charge of cash transactions incidental to the business; obtaining, compiling and computing statistical or actuarial data; performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment; recording produced, stocked, ordered and dispatched goods; recording production materials received, put into stock or issued; computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules; keeping records of operational aspects and coordinating the timing of passenger and freight transport.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code
431
Title EN
Numerical clerks

Lead Statement

Numerical clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters.

Task statement

Tasks performed usually include: helping with accounting and bookkeeping records and computations; calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages; taking charge of cash transactions incidental to the business; obtaining, compiling and computing statistical or actuarial data; performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment.

Included occupations

Occupations in this minor group are classified into the following unit groups:

- Accounting and bookkeeping clerks – 4311
- Statistical, finance and insurance clerks – 4312

Excluded occupations

Notes

ISCO 08 Code**4311****Title EN****Accounting and bookkeeping clerks****Lead Statement**

Accounting and bookkeeping clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Task statement

Tasks include:

- (a) checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes;
- (b) operating computers programmed with accounting software to record, store, and analyse information;
- (c) classifying, recording, and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers;
- (d) calculating, preparing, and issuing bills, invoices, account statements, and other financial statements according to established procedures.
- (e) compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Included occupations

Examples of the occupations included here:

- Clerk, accounts
- Clerk, bookkeeping
- Clerk, cost computing

Excluded occupations

Some related occupations classified elsewhere:

- Assistant, accounting – 3314
- Bookkeeper – 3313

Notes

ISCO 08 Code**4312****Title EN****Statistical, finance and insurance clerks****Lead Statement**

Statistical, finance and insurance clerks obtain, compile and compute statistical or actuarial data or perform clerical tasks relating to the transactions of insurance establishments, banks and other financial establishments.

Task statement

Tasks include:

- (a) processing insurance enrolments, cancellations, claims transactions, policy changes and payments;
- (b) obtaining and compiling statistical or actuarial data based on routine or special sources of information;
- (c) calculating totals, averages, percentages and other details and presenting them in the required tabular form;
- (d) preparing financial documents, and calculating interest or brokerage charges and stamp duties payable;
- (e) maintaining records of bonds, shares and other securities bought or sold on behalf of clients or employer.

Included occupations

Examples of the occupations classified here:

- Clerk, actuarial
- Clerk, brokerage
- Clerk, finance
- Clerk, insurance
- Clerk, securities
- Clerk, statistical
- Clerk, tax

Excluded occupations

Some related occupations classified elsewhere:

- Assistant, statistical – 3314
- Broker, stocks and shares – 3311
- Broker, trade – 3324

Notes

ISCO 08 Code
4313
Title EN
Payroll clerks

Lead Statement

Payroll clerks collect, verify and process payroll information and compute pay and benefit entitlements for employees within a department, company or other establishment.

Task statement

Tasks include:

- (a) maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems;
- (b) preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans;
- (c) preparing employee payments and benefit payments by cheque or electronic transfer;
- (d) reviewing time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies;
- (e) verifying attendance, hours worked, and pay adjustments, and posting information onto designated records.

Included occupations

Example of the occupations included here:

- Clerk, wages

Excluded occupations

Some related occupations classified elsewhere:

- Assistant, accounting – 3314
- Bookkeeper – 3313

Notes

ISCO 08 Code**432****Title EN****Material-recording and transport clerks****Lead Statement**

Material-recording and transport clerks keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Task statement

Tasks performed usually include: recording produced, stocked, ordered and dispatched goods; recording production materials received, put into stock or issued; computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules; keeping records of operational aspects and coordinating the timing of passenger and freight transport.

Included occupations

Occupations in this minor group are classified into the following unit groups:

- Stock clerks
- Production clerks
- Transport clerks

Excluded occupations**Notes**

ISCO 08 Code
4321
Title EN
Stock clerks

Lead Statement

Stock clerks maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.

Task statement

Tasks include:

- (a) arranging and controlling receipt and dispatch of goods and keeping relevant records;
- (b) maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks;
- (c) receiving, storing and issuing tools, spare parts, or various equipment and maintaining relevant records;
- (d) weighing goods received, issued, produced, or dispatched and maintaining relevant records;
- (e) compiling inventories of furniture and other items received for storage.

Included occupations

Examples of the occupations classified here:

- Clerk, freight/dispatching
- Clerk, freight/receiving
- Clerk, stock/records
- Clerk, stock/storeroom
- Clerk, weighing

Excluded occupations

Notes

ISCO 08 Code
4322
Title EN
Production clerks

Lead Statement

Production clerks compute quantities of materials required at specified dates for manufacturing, construction and similar production programmes, and prepare and check production operation schedules.

Task statement

Tasks include:

- (a) computing quantities, qualities and types of materials required by production programme;
- (b) preparing production requirements schedules, ensuring that materials are available when needed, and keeping relevant records;
- (c) preparing or assisting in the preparation of production operation schedules on the basis of customers' orders and production capacity and performance;
- (d) verifying stocks, arranging deliveries and investigating delays;
- (e) recording and coordinating the flow of work and materials between departments.

Included occupations

Examples of the occupations classified here:

- Clerk, order/materials
- Clerk, planning/materials
- Clerk, production planning
- Clerk, schedule/materials

Excluded occupations

Notes

ISCO 08 Code
4323
Title EN
Transport clerks

Lead Statement

Transport clerks keep records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.

Task statement

Tasks include:

- (a) keeping records of operational aspects and coordinating the timing of passenger and freight transport;
- (b) directing train routings within a division or zone of a railway system and keeping related records;
- (c) directing, controlling and keeping records of freight handling at a railway yard;
- (d) coordinating and keeping records of operational activities concerning road transport, such as allocation and scheduling of vehicles and drivers, loading and unloading of vehicles and storage of goods in transit;
- (e) coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests;
- (f) preparing reports for management.

Included occupations

Examples of the occupations classified here:

- Controller, clerical/air transport service
- Controller, clerical/railway service
- Controller, clerical/road transport service
- Dispatcher, clerical/boat
- Dispatcher, clerical/bus
- Dispatcher, clerical/train
- Dispatcher, clerical/truck

Excluded occupations

Notes

ISCO 08 Code

44

Title EN**Other clerks****Lead Statement**

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Task statement

Tasks performed by workers in this sub-major group usually include: recording information regarding acquisition, issue and return of library books; maintaining personnel records; classifying and filing various documents and other records; sorting, recording and delivering mail from post offices, as well as from or within an enterprise; coding; correcting proofs; performing a number of miscellaneous clerical duties; writing on behalf of persons who are unable to read and write.

Included occupations**Excluded occupations****Notes**

ISCO 08 Code
441
Title EN
Other clerks

Lead Statement

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, check material for consistency with original source material, maintain personnel records and write on behalf of persons who are unable to read or write.

Task statement

Tasks performed usually include: recording information regarding acquisition, issue and return of library books; classifying and filing various documents and other records; maintaining personnel records; sorting, recording and delivering mail from post offices, as well as from or within an enterprise; coding; correcting proofs; performing a number of miscellaneous clerical duties; writing on behalf of persons who are unable to read or write.

Included occupations

Occupations in this minor group are classified into the following unit groups:

Excluded occupations

Notes

ISCO 08 Code
4411
Title EN
Library clerks

Lead Statement

Library clerks issue and receive library materials, sort and shelve books and provide general library information to users.

Task statement

Tasks include:

- (a) issuing and receiving library books and other materials;
- (b) reshelving books and other library materials;
- (c) performing clerical activities such as manual and electronic filing, word processing and occasional typing;
- (d) maintaining journal subscriptions;
- (e) assisting library users in accessing basic library materials and making inter-library loans;
- (f) maintaining library records relating to the acquisition, issue and return of books and other publications.

Included occupations

Examples of the occupations classified here:

- Clerk, library
- Filer, library

Excluded occupations

Notes

ISCO 08 Code**4412****Title EN****Mail carriers and sorting clerks****Lead Statement**

Mail carriers and sorting clerks perform sorting, recording, delivery and other duties in connection with mail services from post offices or related organizations, as well as from or within an establishment.

Task statement

Tasks include:

- (a) performing mail-handling duties in public post offices or privately owned delivery establishments;
- (b) sorting and delivering mail to private houses and businesses;
- (c) providing delivery confirmation records when requested by the client;
- (d) sorting and keeping simple records of incoming and outgoing correspondence and dispatching outgoing mail in various establishments;
- (e) performing related tasks.

Included occupations

Examples of the occupations classified here:

- Clerk, mail/dispatch
- Clerk, mail/sorting
- Post carrier
- Postman
- Postwoman

Excluded occupations**Notes**

ISCO 08 Code**4413****Title EN****Coding, proof-reading and related clerks****Lead Statement**

Coding, proof-reading, and related clerks convert information into codes, verify and correct proofs, and perform a number of miscellaneous clerical duties.

Task statement

Tasks include:

- (a) converting information into codes and classifying information by codes for data-processing purposes;
- (b) comparing proofs of texts and related material prepared for printing with original material, correcting errors and marking texts for printer according to the established rules;
- (c) sorting forms and marking them with identification numbers;
- (d) sorting documents for filing or to collate sets of pages;
- (e) addressing circulars and envelopes by hand.

Included occupations

Examples of the occupations classified here:

- Clerk, coding
- Proof-reader, clerical

Excluded occupations**Notes**

ISCO 08 Code**4414****Title EN****Scribes and related workers****Lead Statement**

Scribes and related workers write letters and complete forms on behalf of persons who are unable to read or write.

Task statement

Tasks include:

- (a) reading letters and other written matter to persons who are unable to read or write and providing necessary interpretation and information;
- (b) writing letters and completing forms on behalf of others;
- (c) offering advice to individuals and interpreting and helping with the completion of government and other official forms;
- (d) performing related tasks;
- (e) supervising other workers.

Included occupations

Example of the occupations classified here:

- Scribe

Excluded occupations**Notes**

ISCO 08 Code**4415****Title EN****Filing and copying clerks****Lead Statement**

Filing and copying clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. They locate and remove material from file when requested and photocopy, scan or fax documents.

Task statement

Tasks include:

- (a) sorting or classifying materials according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order;
- (b) filing material in drawers, cabinets and storage boxes;
- (c) locating and remove materials from files when requested;
- (d) keeping records of materials filed and removed;
- (e) photocopying, scanning or faxing documents.

Included occupations

Examples of the occupations classified here:

- Clerk, copying
- Clerk, filing

Excluded occupations**Notes**

ISCO 08 Code
4416
Title EN
Personnel clerks

Lead Statement

Personnel clerks maintain and update personnel records such as information on transfers and promotions, performance evaluations, employee leave taken and accumulated, salaries, qualifications and training.

Task statement

Tasks Include:

- (a) updating information on, employment history, salaries, performance evaluations, qualifications and training and leave taken and accumulated;
- (b) initiating records for newly appointed workers and checking records for completeness;
- (c) processing applications for employment and promotions and advising applicants of results;
- (d) receiving and answering inquiries about employment entitlements and conditions;
- (e) sending out job applications and announcements of job openings and job examinations;
- (f) maintaining and updating manual and computerized filing and registration systems, and compiling and preparing reports and documents relating to personnel activities;
- (g) storing and retrieving personnel records and files on request.

Included occupations

Examples of the occupations classified here:

- Assistant, human resource
- Clerk, human resource

Excluded occupations

Notes

ISCO 08 Code**4419****Title EN****Clerks not elsewhere classified****Lead Statement**

This unit group covers clerks not classified elsewhere in Minor Group 441, Other Clerks. For instance, here should be classified Court Clerks, Correspondence Clerks, Press Clippers and Publication Clerks.

Task statement

In such cases, tasks would include:

- (a) preparing dockets or calendars of cases to be called, using typewriters or computers;
- (b) preparing, recording and issuing orders of the court, including probation orders, release documentation, sentencing information, and summonses;
- (c) receiving customers' orders for classified advertising, writing and editing copy, calculating advertising rates and billing customers;
- (d) writing business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints.
- (e) assisting in the preparation of periodicals, advertisements, catalogues, directories and other material for publication;
- (f) reading newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients.

Included occupations

Examples of the occupations classified here:

- Clerk, advertising
- Clerk, classified advertising
- Clerk, court
- Clerk, publication
- Clipper, press
- Compiler, directory

Excluded occupations**Notes**