

Office Clerks, General (43-9061)

Occupation description: Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	6,453	6,700	3.8	386	376	787
United States	3,117,700	3,086,000	-1.0	182,000	177,400	356,220

Job outlook

Alaska: Alaska's employment growth is low with very high employment opportunities. [Read more.](#)

2018 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	16.92	9.84	12.06	15.74	20.22	25.73
Alaska	22.24	13.62	17.13	21.23	26.69	32.28
Anchorage/Mat-Su Area	22.63	14.99	17.44	21.43	26.74	32.45
Fairbanks North Star Borough	22.65	15.21	18.01	21.88	26.10	32.56
Balance of State	21.35	10.93	16.18	20.42	26.43	31.61

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
6,415	816	12.7	36.8	28.8

2016 Potential Supply

Qualified but working in another occupation	1,964
Currently employed in a lower paid occupation	367
UI claimants previously working in occupation	662

2016 ALEXsys Employment Data

Number of registrants	4,920
Number of job position postings	395
Ratio of registrants to job position postings	12.5

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Short-term on-the-job training

Training Resources

	Degree
Alaska Career College (Anchorage)	
Business: Computer Technology	AAS
Business: Human Resources	Certificate

	Degree
Alaska Computer Business Solutions LLC (Anchorage)	
Access Boot Camp	
Access Level 1	
Access Level 2	
Access Level 3	
Access Level 4	
Acrobat Pro Level 1	
Acrobat Pro Level 2	
CyberSAFE Internet Security	
Excel Level 1	
Excel Level 2	
Excel Level 3	
Outlook 2013 Level 1	
Outlook 2013 Level 2	
Word Level 1	
Word Level 2	
Word Level 3	

	Degree
Alaska Housing Finance Corporation (Anchorage)	
Accuplacer Testing	
AlaskaHost Customer Service Essentials	
Basic Computer Skills Level 1	
Basic Computer Skills Level 2	
Basic Computer Skills Level 3	
Basic Keyboarding	
Computer Skills Level 3	

Internet Concepts and Applications	
Introduction to Personal Computers	
MS Digital Literacy Certification	
PC Repair	
Preparation for MOS Excel Certification	
Preparation for MOS Word Certification	
Proofreading	
Spreadsheets	
Using Your Galaxy Tablet	
Web Page Design	
Word Processing	

Degree

Alaska Job Corps (Palmer)

Office Administration	
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Degree

Alaska Technical Center (Kotzebue)

Workplace Basics	
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Degree

Amundsen Educational Center (Soldotna)

Computer Information Processor	
General Office Clerk	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Microsoft Word	
Office Occupations	
Quickbooks	

Degree

AVTEC (Seward)

Business & Office Technology Office Assistant	Certificate
MS Excel 2010 Level 1	
MS Excel 2010 Level 2	
MS Excel 2013	

Degree

Galena Interior Learning Academy (Galena)

Computer Science	
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Ilisagvik College (Barrow)		Degree
IC3 - Internet and Computing Core Certification		Certificate
Literacy Council of Alaska (Fairbanks)		Degree
Computer Literacy		
North Star Computing (Fairbanks)		Degree
Effective Business Writing		
Excel Complete		
Outlook Complete		
Project		
Word Complete		
Northern Industrial Training (Palmer)		Degree
Microsoft Access / COMP001		
Microsoft Excel / COMP002		
Microsoft Office Introduction / COMP003		
Microsoft Office Powerpoint		
Microsoft Outlook / COMP004		
Microsoft Project / COMP005		
Microsoft Publisher / COMP006		
Microsoft Word / COMP007		
Partners for Progress in Delta, Inc (Delta Junction)		Degree
Business English		
Microsoft Excel		
Microsoft PowerPoint		
Microsoft Word		
Southwest Alaska Vocational and Education Center (Igiugig)		Degree
MS Access, Basic		
MS Excel, Advanced		
MS Excel, Intermediate		
MS Suite, Certificate of Completion		

Personal Computers/Cell Phones, Introduction	
Quickbooks Certificate of Completion	
Degree	
University of Alaska Anchorage (Anchorage)	
Office Technology	CT1
Office Technology	OEC
Degree	
University of Alaska Anchorage, Kenai (Soldotna)	
Office Technology	CT1
Office Technology	OEC
Degree	
University of Alaska Anchorage, Kodiak (Kodiak)	
Office Foundations	OEC
Office Occupations	CT2
Office Technology	CT1
Office Technology	OEC
Degree	
University of Alaska Anchorage, Mat-Su (Palmer)	
General Clerical	CT1
Office Foundations	OEC
Office Support	OEC
Office Technology	CT1
Office Technology	OEC
Degree	
University of Alaska Anchorage, Prince William Sound (Valdez)	
Office Occupations	AAS
Office Occupations	CT2
Degree	
Vocational Training and Resource Center (Juneau)	
Advanced Microsoft Access	
Advanced Microsoft Excel	
Advanced Microsoft Outlook	
Advanced Microsoft Word	
Application Development with Access	
Application Development with Access 2016	

Creating Forms in Microsoft Word	
Data Analysis: Excel Pivot Tables	
Data Analysis: Excel Power Pivots	
Data Analysis: Excel PowerPivots	
Data Analysis: Pivot Tables	
Excel 2016 VBA	
Introduction to Computers & Windows	
Introduction to Microsoft Access	
Introduction to Microsoft Excel	
Introduction to Microsoft Outlook	
Introduction to Microsoft Word	
Introduction to OneNote	

	Degree
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WinCertification (Red Devil)

Basic Computers 15 Clock Hrs	
Intro to Computing IC3 45 Clock Hrs	
Intro to Windows 30 Clock Hrs	
Introduction to MS Access	
Introduction to MS Excel	
Introduction to MS Word	
Keyboarding 15/30/45 Clock Hrs	
Microsoft Digital Literacy	
Microsoft: Windows Server	
Various online courses	