

## Correspondence Clerks (43-4021)

**Occupation description:** Compose letters or electronic correspondence in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and preparing correspondence.

### Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	32	30	-6.3	1	2	3
United States	7,200	7,400	2.1	300	500	820

#### Job outlook

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

### 2019 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	19.03	12.76	15.55	18.34	22.16	26.46

### Labor Force Indicators

#### 2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
41	12	29.3	53.3	40.0

#### 2016 Potential Supply

Qualified but working in another occupation	4
Currently employed in a lower paid occupation	1
UI claimants previously working in occupation	3

#### 2016 ALEXsys Employment Data

Number of registrants	49
Number of job position postings	0
Ratio of registrants to job position postings	0.0

### 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

---

Department of Labor and Workforce Development, Research and Analysis Section  
P.O. Box 115501  
Juneau, Alaska 99811-5501  
Phone: 907.465.4500, Fax: 907.523.9654  
July 08, 2020