

Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles



U.S. Department of Labor
Robert B. Reich, Secretary

Employment and Training Administration
1993

SCO: Selected Characteristics of Occupations in the DOT

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Information for Individuals with Disabilities

USES and all other Department of Labor Agencies, maintain a policy prohibiting discrimination against individuals with disabilities in all publications and materials distributed or made available to the public. The information in this document will be made available to sensory impaired individuals upon request. Information on specific job or worker traits may be obtained by voice phone directly from the nearest Occupational Analysis Field Center listed below:

Massachusetts Occupational Analysis Field Center
Research and Statistics Section
Charles Hurley Building, Second Floor
Government Center
Boston, Massachusetts 02114
(617) 727-6718

Michigan Occupational Analysis Field Center
Michigan Employment Security Commission
7310 Woodard Avenue, Room 425
Detroit, Michigan 48202
(313) 876-5140 or 876-5198

Missouri Occupational Analysis Field Center
Division of Employment Security

505 Washington Avenue
St. Louis, Missouri 63101
(314) 340-4780

North Carolina Occupational Analysis Field Center
Employment Security Commission of North
Carolina
Post Office Box 27625
Raleigh, NC 27611
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Utah Occupational Analysis Field Center
Department of Employment Security
140 East Third South
Salt Lake City, Utah 84111
(801) 536-7690

The TDD Message Referral phone number is 1-800-326-2577.

Additional comments or questions regarding this material may be directed to:

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Foreword

The *Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles* (SCO) is published in response to the special needs of public and private organizations for more detailed occupational data than that contained in the *Revised Fourth Edition Dictionary of Occupational Titles*. This document provides, in a single volume, a wide range of occupational information with a variety of applications ranging from job placement to occupational research, career guidance, labor market information, curricula development and long range job planning. This information may prove very timely and helpful to employers and organizations adjusting to regulations under the Americans with Disabilities Act.

Data contained in this book supersede the information presented in the three previous editions including *Selected Characteristics of Occupations* (1966), *Selected Characteristics of Occupations by Worker Traits and Physical Strengths* (1968) and *Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles* (1981).

The information documented in the *SCO* was developed using the methodology and benchmarks used in the USES Occupational Analysis Program for gathering and recording information about jobs listed in the *Dictionary*. In this document, adjunct data on specific vocational training time, physical demands, and environmental conditions are listed for each occupation defined in the *Dictionary* and grouped according to interest factors identified in the *Guide for Occupational Exploration*. Explanations of the rating structures for Physical Demands and Environmental Conditions are found in Appendixes C and D.

Among other uses, the data can be helpful in determining the potential for an impaired or disabled individual to transfer from one occupation to another. In addition, it can also help job interviewers or counselors evaluate an individual's skills learned on the job, in the military, or through non-job experience or interests, and help determine new careers for displaced workers as well as benefits eligibility for impaired workers.

Other major Occupational Analysis products which are based on information in the same data base include the *Revised Fourth Edition Dictionary of Occupational Titles*, the *Revised Handbook for Analyzing Jobs*, and the *Revised Guide for Occupational Exploration*. All of these publications are available from the U.S. Government Printing Office.

Robert A. Schaerfl
Director
U.S. Employment Service

Acknowledgements

The revised *Selected Characteristics of Occupations* (SCO) was produced under an Interagency agreement with the Social Security Administration by the U.S. Employment Service under the direction of Robert A. Schaerfl, director. The Occupational Analysis Program is directed by Susan C. Schlickeisen, chief, Division of Planning and Operations. Coordination and technical supervision for the development of the revised SCO was directed by Russ Kile, Personnel Research Psychologist, of the Operations unit. Acknowledgement is also gratefully given to John Hawk, Personnel Research Psychologist, and Kathleen Wiersema for the contribution of additional technical planning and support.

This publication was produced and developed through the efforts of the following Occupational Analysis Field Centers, operated through the State Employment Services; Boston, Massachusetts, Paul Clearly, Supervisor; Detroit, Michigan, Tom Kearney, Supervisor; St. Louis, Missouri, Doris Phelan, Supervisor; Raleigh, North Carolina, Stan Rose, Supervisor; and Salt Lake City, Utah, Barbara Smith, Supervisor.

Space does not permit a listing of their names, but grateful acknowledgement is also given to those associations, business firms, labor organizations, and other Federal Agencies, and Individuals whose assistance and cooperation contributed significantly to the development of this publication.

Special Notice

Data contained in the *Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles* (SCO) reflects certain elements of work as they have generally been found to occur in jobs, but these ratings may not coincide in every respect with the content of jobs as performed in particular establishments or at certain localities. Data presented in this revised *Selected Characteristics* were collected and organized according to job analysis methodology developed by the US Employment Service through affiliated State Occupational Analysis Field Centers. Users who need more specific job requirements should supplement this data with local information detailing jobs within their community.

In preparing this document, no data elements regarding wages or hours of work have been collected. Therefore, data contained in this publication should not be considered a judicial or legislative standard for wages, hours, or other contractual or bargaining elements.

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Comments or inquiries regarding data elements included in the revised *SCO* are invited and should be addressed to:

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Introduction

Description and Arrangement of Data

The *SCO* provides supplemental information on all occupations printed in the revised fourth edition *Dictionary*. Each occupation is listed in both Part A: “Titles Arranged By Guide for Occupational Exploration Group, SVP, and Strength Level” and Part B: “Index of Titles by *Dictionary* of Occupational Titles Code.”

Part A lists occupations that have been sorted by several Worker Characteristics components. Worker Characteristics are job analysis components which reflect worker attributes that contribute to successful job performance. Each *Dictionary* occupation has been rated for these various Worker Characteristic components to provide information for determining a worker’s suitability for a particular job. Additional information about Worker Characteristics and the techniques of job analysis as used by occupational analysts affiliated with the U.S. Employment Service may be found in the Revised Handbook for Analyzing Jobs (HAJ), 1991.

The first level of organization is according to the Guide for Occupational Exploration (GOE) code; the second is

by the Specific Vocational Preparation (SVP) rating; the third is based on the Strength Level (SL); the final arrangement is by DOT code. All codes within each sort are in ascending order (from lowest to highest).

Because sorting by these Worker Characteristic components negates or loses the numerical and alphabetical sorting features of the *Dictionary*, the *SCO* provides a crosswalk between DOT and GOE codes. Part B lists all occupations in the *Dictionary*, in ascending order by DOT code with a corresponding reference to their respective GOE code. This feature enables the user to quickly determine a DOT code’s location with the GOE classification structure contained in Part A.

Users who do not have access to the DOT code of an occupation, are directed to the “Alphabetical Index of Occupational Titles” in the *Dictionary* itself. Both the *Dictionary* and Part of the *SCO* contain occupations arranged by DOT code. In addition, each entry in Part B as well as the definition trailer in the *Dictionary* include the GOE code and Strength Level of the corresponding occupation.

Part A: Titles Arranged By Guide for Occupational Exploration Group, SVP, and Strength Level

Part A of the *SCO* contains ratings or values for some of the components used in the Occupational Analysis Program of the U.S. Employment Service. (Additional information about these and other components of occupational analysis used in USES may be found in Appendix A in this publication as well as the HAJ.) These components are also briefly explained in the following paragraphs. Occupations are arranged according to the ratings of some of these components (GOE, SVP, SL, and DOT Code). The values of other component ratings (Physical Demands, except Strength Level, and Environmental Conditions; DOT Title; and Industry Designation) are referenced even though they were not used in the sorting process.

1. Guide for Occupational Exploration

The first level of arrangement in Part A is according to the GOE codes. (Appendix A: "Using Selected Characteristics for Occupational Exploration" contains additional information about the GOE structure.)

The GOE structure contains 66 Work Groups and 348 subgroups. Work Groups, represented by the first four digits of the GOE code, contain occupations which are of the same general type of work and require the same adaptabilities and capabilities of the worker. The Work Group code, title, and definition appear at the top of the list of occupations within the Work Group.

Subgroups, identified by the last two digits of the GOE code, represent specific clusters of occupations within Work Groups. Subgroup codes and titles precede the list of occupations within the Subgroup. Subgroups range in size from one to 430 occupations.

2. Specific Vocational Preparation

Within GOE Subgroups, occupations are further sorted by SVP. The SVP structure provides a means to cluster occupations which require a similar amount of time for workers to learn the skills, knowledges, and abilities required to achieve acceptable performance in a specific occupation. Appendix B: "Specific Vocational Preparation" contains additional information about SVP.

3. Strength Level and Other Physical Demands

After SVP, occupations are sorted by Strength Level. The five Strength Levels (Sedentary, Light, Medium, Heavy, and Very Heavy) provide a means to rank occupations by the amount of force or physical effort exerted by workers. Appendix C: "Physical Demands" contains additional information about Strength Level and nineteen other Physical Demand components.

4. Environmental Conditions

The Environmental Condition components provide a means to describe the immediate surroundings in which workers must perform a job. Appendix D: "Environmental Conditions" contains additional information about the Environmental Condition components. None of these components were used to rank occupations in Part A.

5. DOT Code

The final sort of occupations within a GOE Subgroup is by nine-digit DOT code. The DOT code structure provides unique identification as well as a means to cluster occupations which require workers to perform similar tasks. Appendix E: "Occupational Code Number" contains additional information about the DOT code structure.

6. DOT Title

The DOT title is the title by which the occupation is known in the majority of establishments in which analysts found the job.

7. Industry Designation

The industry designation is the information that appears in parentheses after the DOT title. Because some occupations are found in more than one industry, some occupations may have up to four industry designations. The DOT industry designation provides one or more additional items of information about an occupation. In the following list, the industry designations are examples of additional information. Those listed are not the only ones which provide this type of information.

- location of the occupation (hotel & rest.; machine shop)
- types of duties associated with the occupation (education; forgoing)
- products manufactured (optical goods; textile)
- processes used (electroplating; petrol. refin.)
- raw materials used (nofer. metal; stonework)

Part B: Index of Titles by Dictionary of Occupational Titles Code

Part B of the *SCO* contains occupations arranged numerically by nine-digit DOT code. In addition, the listing for each occupation includes the COE code, Strength Level, DOT title, an industry designation. Brief explanations of each of these components appeared in the previous section.

Identification Key

The Identification Key, on the last two pages of the *SCO*, is provided to aid users with the identification of the numbers, letters, and headings for the columns for the DOT code, Specific vocational Preparation, Physical Demands, and Environmental Conditions in the tables of Part A and B. The key may be photocopied or removed and used as a desk reference.

Collection and Aggregation of Data

The Occupational Analysis Program, within the United States Department of Labor, does not establish or dictate titles, descriptions or characteristics of occupations. Analysts do not participate in individual negotiations between individual establishments and employees regarding tasks or positions.

Analysts rate jobs, not workers. Based upon face-to-face observation/interviews with incumbents and/or their supervisors, analysts rate what jobs require of workers and not what individuals workers bring to specific jobs. Therefore, there are instances when the individual qualifications of a worker or the specific hiring requirements of an establishment for a specific position do not match the characteristics of a broadly defined occupation.

In some situations people use the words element, task, position, job and/or occupation as synonyms. The United States Employment Service (USES) developed and uses the following definitions as well as one for ‘‘establish-

ment’’ to prevent confusion during (1) collection and analysis of source material and (2) compilation of that source material into *Dictionary* definitions

An **Element** is the smallest step into which it is practical to subdivide any work activity without analyzing separate motions, movements, an mental processes.

A **Task** is one or more elements. It is a distinct activity in the logical and necessary steps or work performed by an individual. Any human effort, physical or mental, exerted to accomplish a specific purpose is a task.

A **Position** is a collection of tasks that constitute the total work assignment of a single worker. (There is one position for every worker in the country.)

A **Job** is a group of positions, within an establishment, which are identical with respect to their major or significant tasks and are sufficiently alike to justify inclusion within a single piece of source material. (Element, task, and job are relative concepts. An activity that is an element in one job may be a task or even entire job in other position-worker settings.)

An **Occupation** is a group of jobs, found at more than one establishment, in which a common set of tasks are performed or are related in terms of similar objectives, methodologies, materials, products, worker actions, or worker characteristics.

An **Establishment** is a public private employing unit that produces, provides, and/or sells goods or services at a single, physical location. It may range in size from a single, self-employed worker to thousands of workers. Within an establishment , there may be one or many persons employed in the same job.

After reading the definitions from ‘‘element’’ through ‘‘occupation,’’ users should understand that analysts compile information from many jobs into an occupation definition. the occupation information available in the *Dictionary*, either its printed or electronic versions and support documents, represents data compiled from many jobs. The information does not represent the tasks of a single worker.

For those components with ranges such as SVP, Physical Demands, and Environmental Conditions, analysts deter-

mine that a component rating falls somewhere within the range. They never, however, place the rating at a specific point. At a later time and based on many pieces of source material, when analysts select a rating for an occupational component, they determine that the typical rating for that occupation is somewhere within that range. Further, they never imply or determine that all jobs within a specific occupation across the United States have a rating at the same point within the continuum of the range.

Composite Occupational information Verses Specific Worker-Employer Information

People occasionally see significant differences between the work performed in the plant or establishment and the characteristics ascribed to the same occupation in the *Dictionary* or *SCO*. There are instances when the individual qualifications of a worker or the specific hiring requirements of an establishment for a specific position do not exactly match the characteristics described for a broadly defined occupation, such as those contained in the *SCO*.

Based upon fact-to-face observation/interviews with incumbents and/or their supervisors, USES occupational analysts rate jobs, not workers, that is, they rate what jobs generally require of workers and not what individual workers are expected to perform on specific jobs. An individual employer may demand specific position requirements (tasks) from an incumbent, such as the ability to speak, read, and write a second language, which are not included within the occupation as defined in the *Dic-*

tionary. Unique hiring requirements are not sufficient to (1) cause the position to have a different Specific Vocational Preparation (SVP) Code from the occupation, (2) place the position within another occupation, or (3) change the rating of the composite occupation within which the position falls.

In addition, individual hiring requirements of tasks for a specific job in an establishment may exceed (or be less than) the equivalent component for the composite occupation as defined in the *Dictionary* and *SCO*. Isolated instances of such occurrences will not warrant changes to the composite occupational definition contained in these documents. Only observation by occupational analysts of changes in requirements in most of the jobs used as source material may result in a revision of the ratings for an occupation.

The USES emphasizes these limitations because occupational analysts are unable to study each job in every establishment in the United States. In addition, analysts also write definitions in such broad terms that every statement (or factor) may not match verbatim every position or job included within the occupation throughout the United States. Finally, employers may have hiring requirements for a specific position, which may or may not fall within the typical range for all similar positions identified with that occupation.

USES realizes that this is a highly technical field of study. Additional comments or questions regarding *SCO* ratings may be directed to staff in the Occupational Analysis Field Center nearest you. (See the address under special notice.)

PART A

05.09

Materials Control

DOT Code	DOT Title/DOT Industry Designation(s)	S	Physical Demands										Environmental Conditions																												
			V	S	C	B	S	K	C	R	H	F	F	T	H	N	F	D	A	C	F	W	C	H	N	V	A	M	E	H	R	E	T	O							
		P	t	l	a	t	n	o	w	e	a	i	e	a	e	S	A	A	P	c	v	v	e	o	o	u	i	C	P	S	E	a	x	C	t						
221.587-050	YARDAGE-CONTROL CLERK (carpet & rug)	2	L	N	N	O	N	N	N	N	F	F	F	F	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			
221.667-010	WORK-TICKET DISTRIBUTOR (knitting)	2	L	N	N	N	N	N	N	N	N	N	N	N	O	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			
781.687-038	GOODS LAYER (textile)	2	M	N	N	O	N	O	N	C	C	F			N	N	N	N	O	N	N	O	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			
221.367-090	FORMULA CLERK (textile)	3	S	N	N	N	N	N	N	N	F	F	F	F	N	N	N	N	F	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			
221.387-054	BATCH-RECORDS CLERK (plastic prod.)	3	S	N	N	N	N	N	N	F	F	F	O		N	N	N	N	F	N	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N			
221.482-010	FABRIC-AND-ACCESSORIES ESTIMATOR (garment)	3	S	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N			
216.587-010	BOOKING CLERK (wholesale tr.)	3	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N			
221.367-010	ALTERATIONS WORKROOM CLERK (retail trade)	3	L	N	N	N	N	N	N	F	F	F			N	O	O	N	F	N	O	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.367-026	LINE-UP WORKER (auto. mfg.)	3	L	N	N	N	N	N	N	F	F	F			N	O	O	N	F	N	N	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.387-026	EXPEDITER CLERK (optical goods)	3	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.387-038	LAUNDRY CLERK (clerical)	3	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.467-010	GIN CLERK (agriculture)	3	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.587-034	TARE WEIGHER (meat products; sugar & conf.; tobacco)	3	M	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
788.587-010	JOB PUTTER-UP AND TICKET PREPARER (boot & shoe)	3	M	N	O	N	N	N	F	F	F			N	N	N	N	F	N	N	F	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
869.367-014	MEASURER (retail trade)	3	M	F	F	F	O	F	N	F	F	F			N	O	O	N	F	N	F	N	N			F	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
910.367-018	ENGINE DISPATCHER (r.r. trans.)	4	S	N	N	N	N	N	N	F	F	O			N	F	F	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N		
221.387-010	BACK-SHOE WORKER (boot & shoe)	4	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.387-014	COMPLAINT CLERK (boot & shoe)	4	L	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	F	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.387-034	JOB TRACER (clerical)	4	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.387-042	MELTER CLERK (foundry)	4	L	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	N	N			N	N	O	N	4	N	N	N	N	N	N	N	N	N		
221.387-046	ORDER DETAILER (clerical)	4	L	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	O	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.387-050	PRODUCTION ASSISTANT (chemical)	4	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
229.367-010	FIELD RECORDER (utilities)	4	L	N	N	N	N	N	N	F	F	F			N	O	O	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
249.367-034	EVALUATOR (nonprofit org.)	4	L	N	N	N	N	N	N	F	F	O			N	N	N	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
369.367-014	RUG MEASURER (laundry & rel.; retail trade)	4	L	N	O	N	N	N	N	F	F	O			N	N	N	O	N	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.367-042	MATERIAL EXPEDITER (clerical)	4	M	N	N	O	O	N	N	F	F	F			N	F	F	N	F	O	O	O	O			O	N	N	N	4	N	N	O	N	N	N	N	N	N	N	
869.487-010	MEASURER (struct. metal)	4	M	N	N	O	O	N	F	F	F			F	N	N	N	F	N	F	N	N			F	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.482-014	LUMBER ESTIMATOR (wood. container)	5	S	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
299.387-010	DRAPERY AND UPHOLSTERY ESTIMATOR (retail trade)	5	S	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	F	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.167-022	RETORT-LOAD EXPEDITER (wood prod., nec)	5	L	N	O	O	O	N	F	F	O			N	F	F	N	F	O	F	F	N	C			N	N	N	N	4	N	N	F	N	F	N	N	N	N	N	
221.367-038	MAINTENANCE DATA ANALYST (military ser.)	5	L	N	N	N	N	N	N	F	F	F			N	F	F	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
221.367-050	RECORDER (steel & rel.)	5	L	N	N	N	N	N	N	F	F	O			N	F	F	N	F	F	N	N	N			N	N	N	F	4	N	N	N	N	N	N	N	N	N	N	N
221.382-026	SAMPLE CLERK (furniture)	5	L	N	N	N	N	N	N	F	F	F			N	N	N	N	F	N	N	F	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
222.367-050	PRESCRIPTION CLERK, LENS-AND-FRAMES (optical goods)	5	L	N	N	N	N	N	N	F	F	F			N	O	O	N	F	N	N	O	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
299.367-018	WATCH-AND-CLOCK-REPAIR CLERK (retail trade)	5	L	N	N	N	N	N	N	F	F	O			N	O	O	N	F	N	N	O	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
529.167-010	FRUIT COORDINATOR (can. & preserv.)	5	L	O	O	O	N	O	N	O	N			N	F	F	N	F	N	N	N	N	F			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
529.367-022	QUALITY-CONTROL TECHNICIAN (beverage)	5	L	N	N	N	N	N	N	F	F	F			N	O	O	N	F	N	F	F	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
222.367-038	MAGAZINE KEEPER (clerical)	5	M	N	N	O	N	N	N	F	F	O			N	O	O	N	F	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
221.167-018	PRODUCTION COORDINATOR (clerical)	6	S	N	N	N	N	N	N	F	F	O			N	F	F	N	O	N	N	N	N			N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

