

# CAREER FACT SHEET

## Human Resource Clerks

### Snapshot

Human Resource Clerks maintain and update personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

How many are employed in this occupation?	28,700
What are the average weekly earnings for full time workers?	\$1,442
How does unemployment compare with other occupations?	Below Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Moderate Growth

### Main employing industries

Health Care and Social Assistance; Transport, Postal and Warehousing; Public Administration and Safety; Administrative and Support Services

### Tasks

This occupation may include associated occupations with varying tasks.

- updating information on leave taken and accumulated, employment history, salaries, superannuation and taxation, qualifications and training
- raising records for newly appointed workers and checking records for completeness
- processing applications for employment and promotions and advising applicants of results
- receiving and answering inquiries about employment entitlements and conditions
- sending out announcements of job openings and job examinations
- issuing job application forms
- compiling data from personnel records and preparing reports
- storing and retrieving personnel records and files on request

# INDUSTRY OVERVIEW

## Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

### Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



**Public Administration and Safety**

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