

CAREER FACT SHEET

Filing and Registry Clerks

Snapshot

Filing and Registry Clerks process and handle information and documents to maintain access to and security of database and record management systems.

How many are employed in this occupation?	13,200
What are the average weekly earnings for full time workers?	\$1,490
How does unemployment compare with other occupations?	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

Tasks

This occupation may include associated occupations with varying tasks.

- sorting information and documents for filing according to database and record management system protocols
- classifying and coding information and documents for inclusion in database and record management systems
- updating and modifying records
- filing information and documents in database and record management systems
- identifying and retrieving information and documents for users
- recording file and document movements
- labelling storage locations, and assembling and labelling new files
- removing inactive and dead files

INDUSTRY OVERVIEW

Administrative and Support Services

If you like to help others and enjoy working with computers, phones and other office equipment, then the administration, clerical and support services field could suit you. You'd need to be a good communicator and be well organised, cooperative and flexible. Some of the tasks you may be given would be to: respond to internal or external enquiries; set up schedules and office systems; book meeting rooms; take minutes; manage records and basic accounts and maintain databases. Specific duties would depend on the field you are employed in. There are many opportunities in the medical, automotive, business, education and tourism fields, to name just a few. However, most businesses need administrative staff, so the possibilities are almost endless.

Possible job pathways include

- Call or Contact Centre Workers
- Debt Collectors
- Betting Clerks
- Filing and Registry Clerks
- General Clerks
- Human Resource Professionals
- Other Clerical & Administrative Workers
- Telemarketers



Administrative and Support Services

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