

Office and Administrative Support					
SOC	Occupation	Avg. Unique (Jan 2015 - May 2016)	Average Monthly Hires (Jan 2015 - May 2016)	Hires per (Unique) Posting	Difficulty to Hire Scale
43-4141	New Accounts Clerks	36	12	0.33	Very Difficult
43-3071	Tellers	345	136	0.39	Very Difficult
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,708	700	0.41	Very Difficult
43-6013	Medical Secretaries	380	195	0.51	Very Difficult
43-6012	Legal Secretaries	124	71	0.58	Very Difficult
43-6011	Executive Secretaries and Executive Administrative Assistants	654	391	0.60	Very Difficult
43-4081	Hotel, Motel, and Resort Desk Clerks	251	174	0.69	Very Difficult
43-3041	Gaming Cage Workers	11	9	0.78	Very Difficult
43-4051	Customer Service Representatives	1,710	1,714	1.00	Very Difficult
43-4131	Loan Interviewers and Clerks	122	124	1.01	Very Difficult
43-3011	Bill and Account Collectors	146	149	1.02	Very Difficult
43-5081	Stock Clerks and Order Fillers	1,262	1,369	1.09	Very Difficult
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	106	116	1.09	Very Difficult
43-5011	Cargo and Freight Agents	23	29	1.28	Very Difficult
43-5061	Production, Planning, and Expediting Clerks	86	115	1.34	Very Difficult
43-9011	Computer Operators	18	24	1.35	Very Difficult
43-4151	Order Clerks	54	76	1.40	Very Difficult
43-2099	Communications Equipment Operators, All Other	1	1	1.45	Very Difficult
43-3031	Bookkeeping, Accounting, and Auditing Clerks	702	1,087	1.55	Very Difficult
43-3021	Billing and Posting Clerks	123	191	1.55	Very Difficult
43-9081	Proofreaders and Copy Markers	3	5	1.68	Very Difficult
43-3051	Payroll and Timekeeping Clerks	75	133	1.77	Very Difficult
43-4111	Interviewers, Except Eligibility and Loan	66	127	1.93	Very Difficult
43-9021	Data Entry Keyers	71	140	1.98	Very Difficult
43-9199	Office and Administrative Support Workers, All Other	66	134	2.03	Very Difficult
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	25	54	2.17	Very Difficult
43-9041	Insurance Claims and Policy Processing Clerks	25	59	2.38	Very Difficult
43-9022	Word Processors and Typists	8	20	2.51	Very Difficult
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	854	2,171	2.54	Very Difficult
43-9031	Desktop Publishers	2	5	2.61	Very Difficult
43-5031	Police, Fire, and Ambulance Dispatchers	15	41	2.75	Very Difficult
43-2011	Switchboard Operators, Including Answering Service	23	65	2.83	Very Difficult
43-4171	Receptionists and Information Clerks	236	722	3.06	Difficult
43-5071	Shipping, Receiving, and Traffic Clerks	118	399	3.38	Difficult
43-4121	Library Assistants, Clerical	10	39	3.81	Difficult
43-5032	Dispatchers, Except Police, Fire, and Ambulance	37	140	3.82	Difficult
43-5021	Couriers and Messengers	10	42	4.11	Difficult
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	16	68	4.13	Difficult
43-4031	Court, Municipal, and License Clerks	18	83	4.72	Difficult
43-4071	File Clerks	14	83	5.74	Competitive
43-9061	Office Clerks, General	229	1,661	7.26	Competitive
43-2021	Telephone Operators	1	8	8.72	Competitive
43-3061	Procurement Clerks	4	38	8.75	Competitive
43-5051	Postal Service Clerks	2	19	8.80	Competitive
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	6	60	10.47	Easy
43-4061	Eligibility Interviewers, Government Programs	6	58	10.47	Easy
43-9111	Statistical Assistants	1	7	11.24	Easy
43-4041	Credit Authorizers, Checkers, and Clerks	1	16	14.81	Easy
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	2	28	16.19	Easy
43-5052	Postal Service Mail Carriers	5	88	17.74	Easy
43-4011	Brokerage Clerks	1	27	18.48	Easy
43-9071	Office Machine Operators, Except Computer	2	48	21.56	Easy
43-5041	Meter Readers, Utilities	1	14	26.51	Easy
43-3099	Financial Clerks, All Other	1	67	56.82	Very Easy
43-4199	Information and Record Clerks, All Other	1	268	267.93	Very Easy
43-4021	Correspondence Clerks	0	0	#DIV/0!	#DIV/0!

Source: EMSI 2016.4 QCEW, Non-QCEW & Self-Employed Class of Worker