

Occupational Profile
Import/Export Clerks
OES (Occupational Employment Statistics) CODE: 58028

Cameron County		Hidalgo/Starr/Willacy Counties	
Employment 2000	Projected Employment 2010	Employment 2000	Projected Employment 2010
130	160	170	210
Absolute Change		Absolute Change	
#	%	#	%
30	23.1	40	23.5
Is License Required?	Growth to Replacement	Is License Required?	Growth to Replacement
No	1:1	No	1:1
Hourly Wage 2002		Hourly Wage 2002	
Mean	Median	Mean	Median
\$8.46	\$8.01	\$8.67	\$7.88

Job Description:

Import/Export or shipping, receiving, and traffic clerks keep records of all goods shipped and received. Their duties depend on the size of the establishment and the level of automation employed. Larger companies typically are better able to finance the purchase of computers and other equipment to handle some or all of a clerk's responsibilities. In smaller companies, a clerk maintains records, prepares shipments, and accepts deliveries. Working in environments, shipping, receiving, and traffic clerks may lift cartons of various sizes. Shipping clerks are record keepers responsible for all outgoing shipments. They prepare shipping documents and mailing labels, and make sure orders have been filled correctly. Receiving clerks perform tasks similar to those of shipping clerks.

Average Education Required

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

Related Occupations

Import/Export or shipping, receiving, and traffic clerks record, check, and often store materials that a company receives. They also process and pack goods for shipment, other workers who perform similar duties are stock clerks, material clerks, distributing clerks, routing clerks, express clerks, expeditors, and order fillers.

Skills Required

- Problem Identification -- Identifying the nature of problems
- Mathematics -- Using mathematics to solve problems
- Implementation Planning -- Developing approaches for implementing an idea
- Information Gathering -- Knowing how to find information and identifying essential information
- Writing -- Communicating effectively with others in writing as indicated by the needs of the audience
- Critical Thinking -- Using logic and analysis to identify the strengths and weaknesses of different approaches
- Coordination -- Adjusting actions in relation to others actions
- Product Inspection -- Inspecting and evaluating the quality of products

Industrial Employment Patterns		
Industry Code	Industry	Percent of Employees
4310	U.S. Postal Service	22.0%
5310	Department Stores	12.0%
7360	Personnel Supply Services	4.2%
4730	Freight Transportation Arrangement	4.1%
5080	Machinery, Equipment, & Supplies	2.7%
5410	Grocery Stores	2.4%