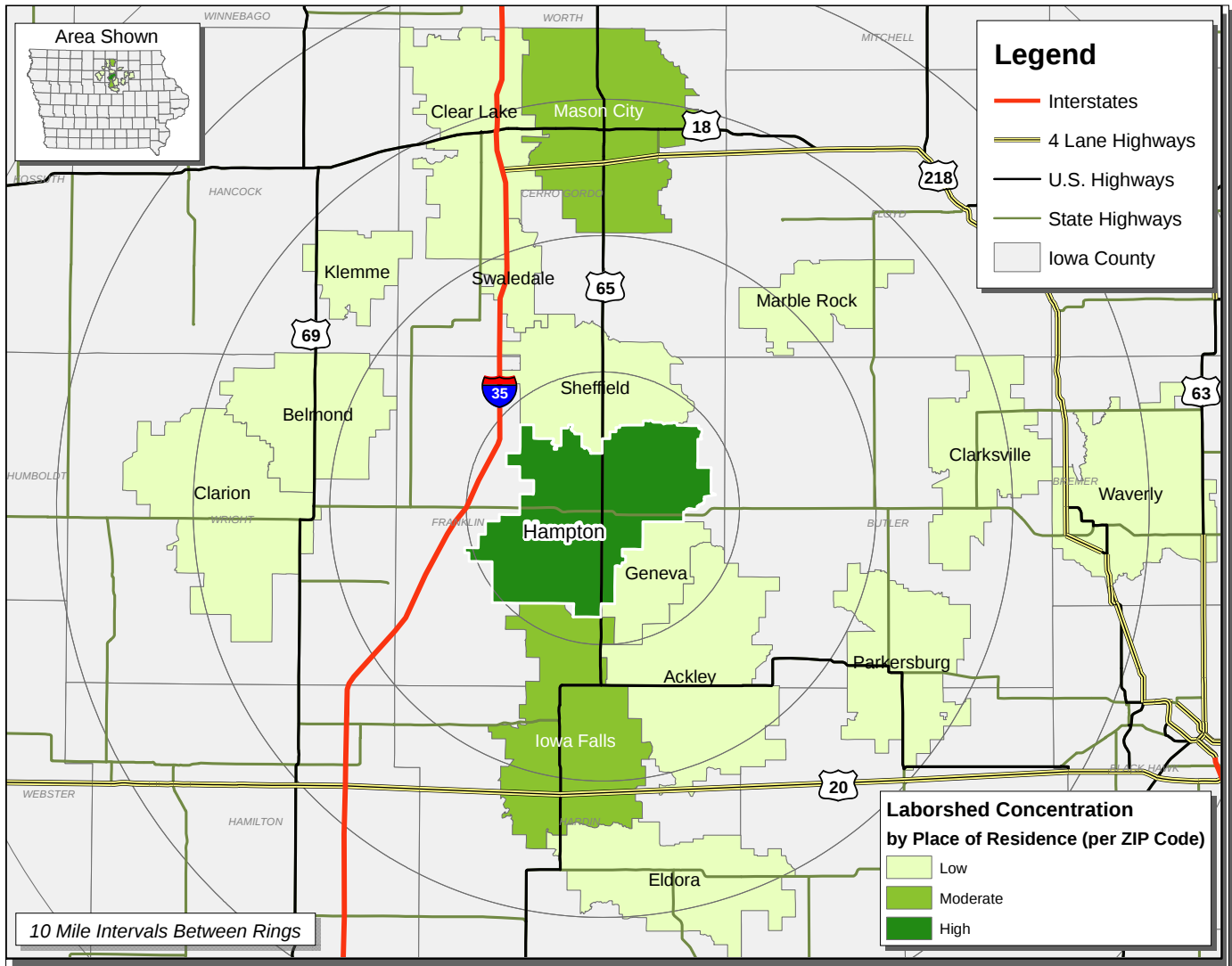




CLERICAL & ADMINISTRATIVE SUPPORT SERVICES

FRANKLIN COUNTY, IOWA LABORSHED AREA

Concentration of those with transferable experience/skills by place of residence



Workers who have transferable experience/skills in the industry are currently commuting an average of 7 miles one way for work. Those who are willing to change/accept employment are willing to commute an average of 17 miles one way for the right employment opportunity.

For More Information Regarding the Franklin County Laborshed, contact:

Franklin County Development Association

Karen L. Mitchell, Director

5 1st St. S.W.

Hampton, Iowa 50441

Phone: 641-456-5668

Fax: 641-456-5660

Email: fcda_director@mchsi.com

www.franklincountyiowa.com

LABOR CHARACTERISTICS

CLERICAL & ADMINISTRATIVE SUPPORT SERVICES

Estimated Potential Available Labor Per Occupational Category:

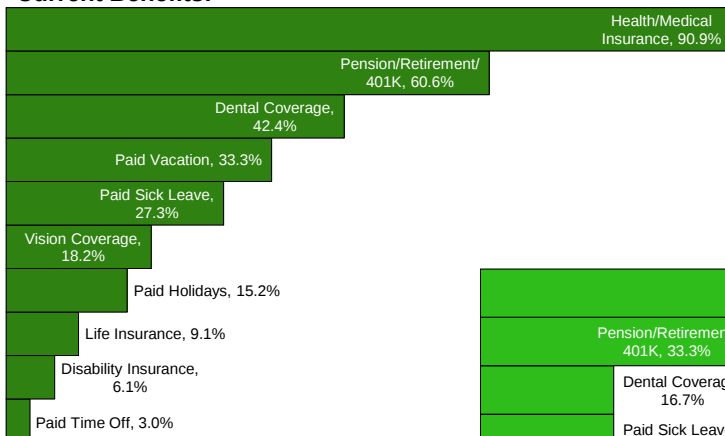
Business Operations:

- Supervisors - 968
- Accounting Clerks - 976
- Computer Operators - 141
- Court, Municipal, and License Clerks - 281
- Customer Service Representatives - 133
- Data Entry Keyers - 280
- Desktop Publishers - 140
- Dispatchers - 273
- Human Resources Assistants - 142
- Insurance Claim Clerks - 140
- Office Clerks - 840
- Postal Service Mail Carriers - 419
- Procurement Clerks - 141
- Production & Planning Clerks - 144
- Receptionists - 422
- Secretaries - 1,397
- Stock Clerks - 281
- Tellers - 274

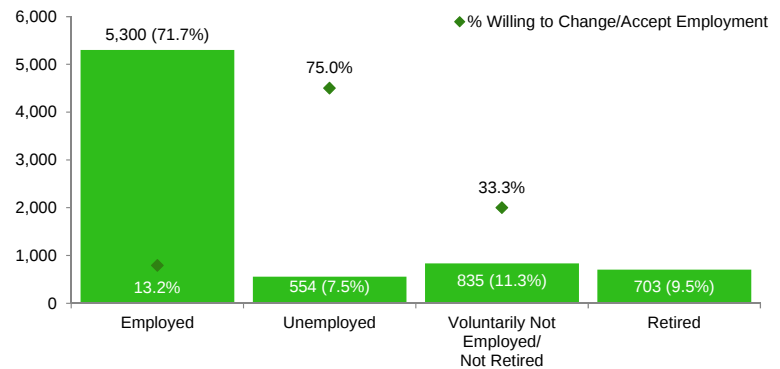
An estimated total of
7,392 people in the Laborshed area



Current Benefits:

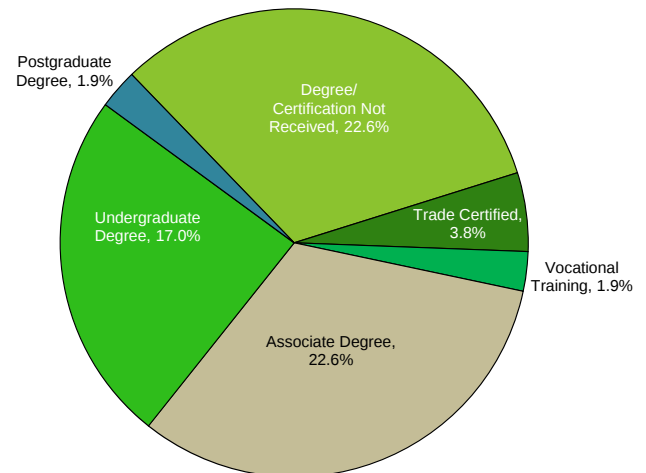


Estimated Total by Employment Status (percentage):



Educational Level:

(69.8% Have an education beyond high school)



Workplace Flexibility: (by percent of interest)

- Job teams - 90.0%
- Cross-training - 70.0%
- Job sharing - 50.0%
- Varied shifts - 20.0%
- Temporary work - 60.0%
- Seasonal work - 50.0%

Additional Facts:

- 72.9% paid an hourly wage
- 54.7% are/were employed full-time
- 34.0% are/were employed part-time
- 7.5% are/were self-employed
- 10.5% hold two or more jobs
- Currently working an average of 36 hours/week

Underemployment (estimated):

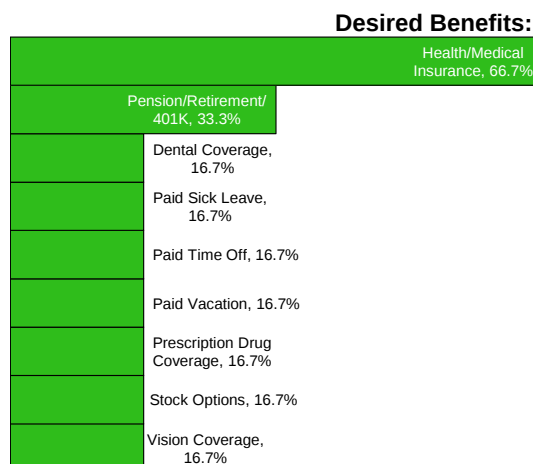
- Total Underemployment - 5.7% (89)
- Low hours - 0.0%
- Mismatch of skills - 5.7% (89)
- Low income - 0.0%

IWD only counts individuals once when estimating Total Underemployment.

Top Advertising Media:

(for those seeking employment opportunities by use)

- Internet - 69.6%
 - www.iowajobs.org
- Local/Regional Newspapers - 43.5%
 - *Hampton Chronicle*
 - *Waterloo-Cedar Falls Courier*
- Networking through friends, family or acquaintances - 23.9%
- IowaWORKS Centers - 17.4%



LABOR CHARACTERISTICS

CLERICAL & ADMINISTRATIVE SUPPORT SERVICES

Occupation	Occupational Code	Mean Wage	Entry Wage	Experienced Wage	Median Wage
Billing and Posting Clerks and Machine Operators	43-3021	\$ 14.06	\$ 11.64	\$ 15.27	\$ 14.04
Bookkeeping, Accounting, and Auditing Clerks	43-3031	\$ 14.54	\$ 10.42	\$ 16.60	\$ 14.07
Brokerage Clerks	43-4011	\$ 16.80	\$ 14.08	\$ 18.17	\$ 16.99
Computer Operators	43-9011	\$ 12.83	\$ 9.97	\$ 14.25	\$ 12.94
Court, Municipal, and License Clerks	43-4031	\$ 18.22	\$ 14.17	\$ 20.24	\$ 17.16
Customer Service Representatives	43-4051	\$ 15.40	\$ 10.20	\$ 18.00	\$ 15.00
Data Entry Keyers	43-9021	\$ 13.65	\$ 11.72	\$ 14.61	\$ 13.37
Dispatchers, Except Police, Fire, and Ambulance	43-5032	\$ 20.64	\$ 16.62	\$ 22.65	\$ 20.63
Eligibility Interviewers, Government Programs	43-4061	\$ 24.89	\$ 21.95	\$ 26.36	\$ 26.39
Executive Secretaries and Executive Administrative Assistants	43-6011	\$ 17.77	\$ 11.33	\$ 20.99	\$ 16.87
File Clerks	43-4071	\$ 10.20	\$ 8.05	\$ 11.27	\$ 10.11
First-Line Supervisors of Office and Administrative Support Workers	43-1011	\$ 21.72	\$ 15.26	\$ 24.95	\$ 21.25
Hotel, Motel, and Resort Desk Clerks	43-4081	\$ 8.43	\$ 8.06	\$ 8.62	\$ 8.58
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	\$ 17.16	\$ 14.30	\$ 18.59	\$ 16.85
Information and Record Clerks, All Other	43-4199	\$ 15.90	\$ 13.41	\$ 17.15	\$ 15.86
Interviewers, Except Eligibility and Loan	43-4111	\$ 11.47	\$ 8.32	\$ 13.04	\$ 10.86
Library Assistants, Clerical	43-4121	\$ 10.07	\$ 8.06	\$ 11.08	\$ 9.23
Loan Interviewers and Clerks	43-4131	\$ 16.57	\$ 14.22	\$ 17.74	\$ 16.33
Medical Secretaries	43-6013	\$ 13.01	\$ 8.71	\$ 15.17	\$ 12.94
Office and Administrative Support Workers, All Other	43-9199	\$ 24.79	\$ 19.14	\$ 27.62	\$ 23.69
Office Clerks, General	43-9061	\$ 12.52	\$ 8.93	\$ 14.31	\$ 12.36
Office Machine Operators, Except Computer	43-9071	\$ 12.68	\$ 8.92	\$ 14.55	\$ 12.40
Payroll and Timekeeping Clerks	43-3051	\$ 18.12	\$ 13.87	\$ 20.25	\$ 17.35
Police, Fire, and Ambulance Dispatchers	43-5031	\$ 15.33	\$ 11.72	\$ 17.13	\$ 15.73
Postal Service Clerks	43-5051	\$ 23.64	\$ 18.91	\$ 26.01	\$ 25.53
Postal Service Mail Carriers	43-5052	\$ 24.03	\$ 19.47	\$ 26.30	\$ 25.31
Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053	\$ 13.28	\$ 9.55	\$ 15.14	\$ 10.25
Procurement Clerks	43-3061	\$ 16.43	\$ 14.60	\$ 17.35	\$ 16.44
Production, Planning, and Expediting Clerks	43-5061	\$ 19.13	\$ 13.72	\$ 21.84	\$ 18.28
Receptionists and Information Clerks	43-4171	\$ 11.27	\$ 8.06	\$ 12.87	\$ 11.03
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014	\$ 13.42	\$ 9.47	\$ 15.40	\$ 12.84
Shipping, Receiving, and Traffic Clerks	43-5071	\$ 13.86	\$ 9.34	\$ 16.12	\$ 13.01
Stock Clerks and Order Fillers	43-5081	\$ 10.73	\$ 8.17	\$ 12.01	\$ 9.56
Switchboard Operators, Including Answering Service	43-2011	\$ 12.40	\$ 9.78	\$ 13.71	\$ 11.24
Tellers	43-3071	\$ 13.00	\$ 10.24	\$ 14.39	\$ 12.95
Weighers, Measurers, Checkers, and Samplers, Recordkeeping	43-5111	\$ 13.62	\$ 10.13	\$ 15.36	\$ 13.03

The 2013 Iowa Wage data for Franklin County Laborshed area was produced by the Labor Force & Occupational Analysis Bureau to provide communities local information on wages by occupation. The source of the wage and employment data is based on the May 2012 OES estimates. Additional occupational wage and employment data can be found at <http://iwin.iwd.state.ia.us/iowa/OlmisZine>.