### **Data Entry Keyer**

High School Degree

Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data. Compiles, sorts, and verifies the accuracy of data to be entered. Deletes incorrectly entered data.

Monthly salary (entry level): \$1665

NY

### Fast Food Cook

High School Degree

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time.

Monthly salary (entry level): \$1045

NY

# Floral Designer/Florist

High School Degree

Designs live, cut, dried, and artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals. Decorates buildings, halls, churches, and other facilities where events are planned. Talks to customers about the care and handling and various flowers and plants.

Monthly salary (entry level): \$1500

NI

### **Home Health Aide**

High School Degree

Attends to the personal health needs of elderly, sick, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse. Changes bed linens, washes patients' laundry and cleans patients' rooms.

Monthly salary (entry level): \$1310

NY

#### Mover

High School Degree

Offer a full range of moving services including packing, cost estimating, and providing relocation information. Movers must load, unload, and drive trucks.

Monthly salary (entry level): \$1430

NY

## Hotel/Motel Clerk

High School Degree

Hotel/Motel Clerks serve hotel customers by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Monthly salary (entry level): \$2036

NY

### **Postal Service Clerk**

High School Degree

Work in sorting rooms and/or at a service desk. Sorters separate the incoming and outgoing mail and packages with the help of automated machines. Window clerks assist customers with purchasing postage, mailing packages, and filling out forms.

Monthly salary (entry level): \$3150

NY

### **Security Guard**

High School Degree

Stands guard at the entrance or patrols the premises of business or other establishments to prevent theft, violence, or infractions of rules. Guards property against fire, theft, vandalism, and illegal entry.

Monthly salary (entry level): \$1360

NY

### **Short-order Cook**

High School Degree

Prepares and cooks to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Monthly salary (entry level): \$1560

NY

#### Telemarketer

High School Degree

Contacts customers by phone to persuade them to purchase merchandise or services. Explains features and prices of products or services. Gets information about customers, such as name, address and payment method, and enters orders into a computer. Maintains records of contacts, accounts and orders.

Monthly salary (entry level): \$1535

NY

## **Heavy Truck Driver**

High School Degree

Drives trucks that carry materials weighing 3 tons or more. Drives trucks to transport and deliver freight, building materials, farm supplies, or other heavy cargo. Keeps a driving log according to state and federal regulations. Operates equipment on vehicles to load and unload cargo, or loads and unloads by hand.

Monthly salary (entry level): \$2365

NY

### **Home Appliance Repairer**

High School Degree

Repairs, adjusts, and installs all types of electric household appliances and tools. Observes appliances during operation and examines mechanical and electrical parts to diagnose a problem. Replaces worn and defective parts, such as switches, bearings, belts, gears, and wiring on appliances.

Monthly salary (entry level): \$2010

P/

### **Baker**

High School Degree

Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods. Goods are produced in large quantities for sale in businesses such as grocery stores.

Monthly salary (entry level): \$1320

PA

#### **Bank Teller**

High School Degree

Receives and pays out money in a financial institution. Keeps records.

Monthly salary (entry level): \$1390

PA

#### **Brickmason**

High School Degree

Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures.

Monthly salary (entry level): \$2210

PA

#### **Bus Driver**

High School Degree

Drives a bus to transport passengers from place to place within a city or town or from city to city. Drives vehicles over routes and to specified destinations according to time schedules. Helps passengers with baggage, and collects tickets or cash fares.

Monthly salary (entry level): \$1660

PA

### Cashier

High School Degree

Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and performs related duties in a wide variety of businesses. Resolves customer complaints. Answers customers' questions and provides information on policies.

Monthly salary (entry level): \$1080

PA

### **Data Entry Keyer**

High School Degree

Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data. Compiles, sorts, and verifies the accuracy of data to be entered. Deletes incorrectly entered data.

Monthly salary (entry level): \$1665

PΑ

### Fast Food Cook

High School Degree

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time

Monthly salary (entry level): \$1050

PA

## Floral Designer/Florist

High School Degree

Designs live, cut, dried, and artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals. Decorates buildings, halls, churches, and other facilities where events are planned. Talks to customers about the care and handling and various flowers and plants.

Monthly salary (entry level): \$1325

PΑ

### **Home Health Aide**

High School Degree

Attends to the personal health needs of elderly, sick, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse. Changes bed linens, washes patients' laundry and cleans patients' rooms.

Monthly salary (entry level): \$1240

РΔ

### Mover

High School Degree

Offer a full range of moving services including packing, cost estimating, and providing relocation information. Movers must load, unload, and drive trucks.

Monthly salary (entry level): \$1470

РΔ

## Hotel/Motel Clerk

High School Degree

Hotel/Motel Clerks serve hotel customers by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Monthly salary (entry level): \$1370.

Monthly salary (entry level): \$1712

PΑ

### **Postal Clerk**

High School Degree

Performs a variety of tasks in a post office, such as receiving letters and parcels; selling postage stamps, postal cards, and stamped envelopes; answering questions from the public; and placing mail in pigeon holes of mail rack or in bags according to name, address, zip code, or other scheme.

Monthly salary (entry level): \$3165

PA

### **Security Guard**

High School Degree

Stands guard at the entrance or patrols the premises of business or other establishments to prevent theft, violence, or infractions of rules. Guards property against fire, theft, vandalism, and illegal entry.

Monthly salary (entry level): \$1275

PA

### **Short-order Cook**

**High School Degree** 

Prepares and cooks to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Monthly salary (entry level): \$1285

PA

#### Telemarketer

High School Degree

Contacts customers by phone to persuade them to purchase merchandise or services. Explains features and prices of products or services. Gets information about customers, such as name, address and payment method, and enters orders into a computer. Maintains records of contacts, accounts and orders.

Monthly salary (entry level): \$1365

PA

## **Heavy Truck Driver**

**High School Degree** 

Drives trucks that carry materials weighing 3 tons or more. Drives trucks to transport and deliver freight, building materials, farm supplies, or other heavy cargo. Keeps a driving log according to state and federal regulations. Operates equipment on vehicles to load and unload cargo, or loads and unloads by hand.

Monthly salary (entry level): \$2315

PA

## **Home Appliance Repairer**

High School Degree

Repairs, adjusts, and installs all types of electric household appliances and tools. Observes appliances during operation and examines mechanical and electrical parts to diagnose a problem. Replaces worn and defective parts, such as switches, bearings, belts, gears, and wiring on appliances.

Monthly salary (entry level): \$1460

W۷

### **Baker**

High School Degree

Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods. Goods are produced in large quantities for sale in businesses such as grocery stores.

Monthly salary (entry level): \$1250

W۷

### **Bank Teller**

High School Degree

Receives and pays out money in a financial institution. Keeps records.

Monthly salary (entry level): \$1260

WV

#### **Brickmason**

High School Degree

Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures.

Monthly salary (entry level): \$2135

W۷

### **Bus Driver**

High School Degree

Drives a bus to transport passengers from place to place within a city or town or from city to city. Drives vehicles over routes and to specified destinations according to time schedules. Helps passengers with baggage, and collects tickets or cash fares.

Monthly salary (entry level): \$1510

W۷

### Cashier

High School Degree

Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and performs related duties in a wide variety of businesses. Resolves customer complaints. Answers customers' questions and provides information on policies.

Monthly salary (entry level): \$1020

W۷

### **Data Entry Keyer**

High School Degree

Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data. Compiles, sorts, and verifies the accuracy of data to be entered. Deletes incorrectly entered data.

Monthly salary (entry level): \$1425

W۷

### Fast Food Cook

High School Degree

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time

Monthly salary (entry level): \$1000

W۷

# Floral Designer/Florist

**High School Degree** 

Designs live, cut, dried, and artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals. Decorates buildings, halls, churches, and other facilities where events are planned. Talks to customers about the care and handling and various flowers and plants.

Monthly salary (entry level): \$1110

W١

### **Home Health Aide**

High School Degree

Attends to the personal health needs of elderly, sick, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse. Changes bed linens, washes patients' laundry and cleans patients' rooms.

Monthly salary (entry level): \$1110

wv

### Mover

High School Degree

Offer a full range of moving services including packing, cost estimating, and providing relocation information. Movers must load, unload, and drive trucks.

Monthly salary (entry level): \$1225

wv

## Hotel/Motel Clerk

High School Degree

Hotel/Motel Clerks serve hotel customers by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Monthly salary (entry level): \$1370

W۷

### **Postal Clerk**

High School Degree

Performs a variety of tasks in a post office, such as receiving letters and parcels; selling postage stamps, postal cards, and stamped envelopes; answering questions from the public; and placing mail in pigeon holes of mail rack or in bags according to name, address, zip code, or other scheme.

Monthly salary (entry level): \$3140

W۷

### **Security Guard**

High School Degree

Stands guard at the entrance or patrols the premises of business or other establishments to prevent theft, violence, or infractions of rules. Guards property against fire, theft, vandalism, and illegal entry.

Monthly salary (entry level): \$1140

W۷

### **Short-order Cook**

**High School Degree** 

Prepares and cooks to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Monthly salary (entry level): \$1140

W۷

#### Telemarketer

High School Degree

Contacts customers by phone to persuade them to purchase merchandise or services. Explains features and prices of products or services. Gets information about customers, such as name, address and payment method, and enters orders into a computer. Maintains records of contacts, accounts and orders.

Monthly salary (entry level): \$1310

W۷

## **Heavy Truck Driver**

High School Degree

Drives trucks that carry materials weighing 3 tons or more. Drives trucks to transport and deliver freight, building materials, farm supplies, or other heavy cargo. Keeps a driving log according to state and federal regulations. Operates equipment on vehicles to load and unload cargo, or loads and unloads by hand.

Monthly salary (entry level): \$1715

WV