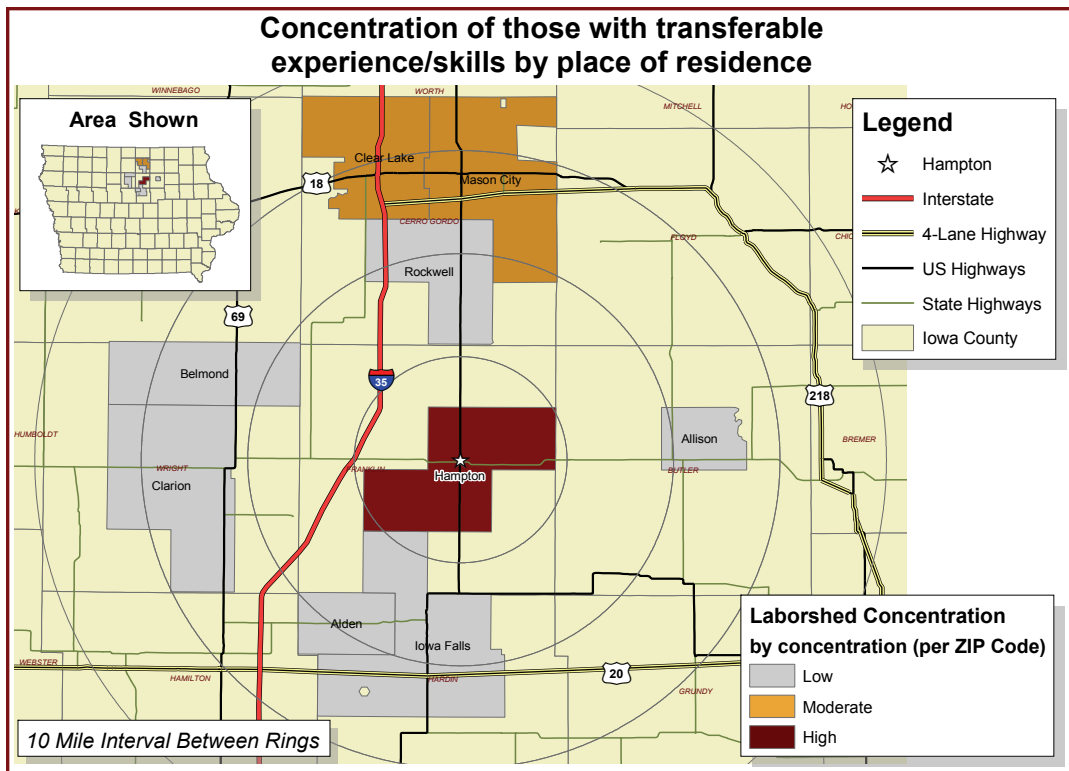


Labor Characteristics

Clerical & Administrative Services

Franklin County, IA Laborshed



Estimated Potential Available Labor Per Occupational Category:

Business Operations:

- Supervisors - 448
- Billing & Posting Clerks - 225
- Bookkeeping & Accounting Clerks - 336
- Brokerage Clerks - 223
- Cargo & Freight Agents - 109
- Communications Equipment Operators - 115
- Court, Municipal, & License Clerks - 108
- Customer Service Reps - 560
- File Clerks - 116
- Library Assistants - 226
- Mail Clerks - 110
- Office & Administrative Support Workers - 227
- Postal Service Clerks - 220
- Postal Service Mail Carriers - 111
- Production, Planning & Expediting Clerks - 114
- Receptionists - 338
- Secretaries - 1,233
- Shipping & Receiving Clerks - 330
- Stock Clerks - 118
- Telephone Operators - 112

An estimated total of 5,379 people in the Laborshed area

Workers who have transferable experience/skills in the Laborshed area are currently commuting an average of 9 miles one way for work. Those who are willing to change/accept employment are willing to commute an average of 12 miles one way for the right employment opportunity.

Employment Status:

68.8% Employed

- 21.2% of the employed are willing to change employment

12.5% Unemployed

- 66.7% of the unemployed are willing to accept employment

8.3% Homemaker, Not Employed

10.4% Retired

Education:

- 58.3% Education beyond high school
- 2.1% Trade certification
- 4.2% Vocational training
- 14.6% Associate degree
- 14.6% Undergraduate degree
- 2.1% Postgraduate degree

Flexibility in the Workplace:

(by percent of interest)

- Cross-training - 92.3%
- Varied shifts (2nd, 3rd, & split) - 38.5%
- Job sharing - 61.5%
- Job teams - 100%
- Seasonal work - 61.5%
- Temporary work - 53.8%

Other Facts:

- 86.4% paid an hourly wage
- 72.9% are/were employed full-time
- 22.9% are/were employed part-time
- 4.2% are/were seasonally/temporarily employed
- 9.1% hold two or more jobs
- Currently working an average of 37 hrs/week

Current Benefits:

- Health/medical insurance - 88.9%
- Pension/retirement/401K - 63.9%
- Paid vacation - 55.6%
- Dental coverage - 44.4%
- Life insurance - 30.6%
- Paid holidays - 30.6%
- Vision coverage - 30.6%
- Disability insurance - 25.0%
- Paid sick leave - 22.2%
- Prescription drug coverage - 13.9%

Desired Benefits:

(by percent of interest)

- Health/medical insurance - 100%
- Dental coverage - 44.4%
- Pension/retirement/401K - 33.3%
- Life insurance - 11.1%
- Paid vacation - 11.1%
- Stock options - 11.1%
- Vision coverage - 11.1%

Top Advertising Media:

(for those seeking employment opportunities)

- The Internet
 - www.iowaworkforce.org
 - www.careerbuilder.com
 - www.monster.com
- Local/Regional Newspapers
 - *Globe Gazette - Mason City*
 - *The Des Moines Register*
- Local Iowa Workforce Development Centers
- Networking through family, friends, and acquaintances

Underemployment

Total Underemployment - 6.3%

- Low hours - 2.1%
- Mismatch of skills - 4.2%
- Low income - 0.0%

IWD only counts individuals once when estimating Total Underemployment.



For more information regarding the Hampton Laborshed Analysis, contact:

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Information was compiled by Iowa Workforce Development using 2009 data.

Occupation	Occupational Code	Mean Wage	Entry Wage	Experienced Wage	Median Wage
Administrative Service Managers	11-3011	\$ 24.49	\$ 16.00	\$ 28.74	\$ 22.47
Billing and Posting Clerks and Machine Operators	43-3021	\$ 15.04	\$ 11.35	\$ 16.89	\$ 14.34
Bookkeeping, Accounting, and Auditing Clerks	43-3031	\$ 13.69	\$ 9.66	\$ 15.71	\$ 13.14
Brokerage Clerks	43-4011	\$ 15.77	\$ 12.67	\$ 17.33	\$ 16.41
Computer Operators	43-9011	\$ 15.05	\$ 12.40	\$ 16.37	\$ 15.16
Court, Municipal, and License Clerks	43-4031	\$ 18.44	\$ 13.51	\$ 20.92	\$ 17.88
Customer Service Representatives	43-4051	\$ 13.81	\$ 8.58	\$ 16.43	\$ 13.60
Data Entry Keyers	43-9021	\$ 13.52	\$ 11.31	\$ 14.61	\$ 13.56
Dispatchers, Except Police, Fire and Ambulance	43-5032	\$ 19.88	\$ 15.15	\$ 22.24	\$ 21.01
Executive Secretaries and Administrative Assistants	43-6011	\$ 16.63	\$ 12.84	\$ 18.52	\$ 16.53
File Clerks	43-4071	\$ 10.32	\$ 8.30	\$ 11.34	\$ 9.76
First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011	\$ 22.04	\$ 14.61	\$ 25.74	\$ 20.61
Hotel, Motel, and Resort Desk Clerks	43-4081	\$ 8.47	\$ 7.68	\$ 8.87	\$ 7.95
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	\$ 15.16	\$ 11.10	\$ 17.19	\$ 15.28
Information and Record Clerks, All Other	43-4199	\$ 14.18	\$ 9.48	\$ 16.53	\$ 14.18
Insurance Claims and Policy Processing Clerks	43-9041	\$ 13.73	\$ 10.63	\$ 15.28	\$ 12.32
Legal Support Workers, All Other	23-2099	\$ 21.18	\$ 17.15	\$ 23.19	\$ 19.24
Library Assistants, Clerical	43-4121	\$ 9.11	\$ 7.77	\$ 9.79	\$ 8.46
Loan Interviewers and Clerks	43-4131	\$ 15.27	\$ 11.48	\$ 17.15	\$ 15.55
Medical Secretaries	43-6013	\$ 12.76	\$ 10.35	\$ 13.96	\$ 12.14
Meter Readers, Utilities	43-5041	\$ 15.64	\$ 7.62	\$ 19.64	\$ 17.75
Office and Administrative Support Workers, All Other	43-9199	\$ 14.10	\$ 11.23	\$ 15.52	\$ 14.00
Office Clerks, General	43-9061	\$ 13.05	\$ 9.15	\$ 14.99	\$ 12.17
Order Clerks	43-4151	\$ 13.32	\$ 10.20	\$ 14.89	\$ 12.94
Payroll and Timekeeping Clerks	43-3051	\$ 14.66	\$ 11.89	\$ 16.05	\$ 14.44
Police, Fire, and Ambulance Dispatchers	43-5031	\$ 14.37	\$ 14.05	\$ 14.53	\$ 14.56
Postal Service Clerks	43-5051	\$ 26.31	\$ 22.51	\$ 28.20	\$ 26.88
Postal Service Mail Carriers	43-5052	\$ 23.81	\$ 18.19	\$ 26.62	\$ 24.88
Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053	\$ 17.12	\$ 9.63	\$ 20.87	\$ 15.91
Procurement Clerks	43-3061	\$ 15.57	\$ 13.36	\$ 16.68	\$ 15.37
Production, Planning, and Expediting Clerks	43-5061	\$ 15.96	\$ 10.25	\$ 18.82	\$ 15.14
Receptionists and Information Clerks	43-4171	\$ 11.54	\$ 8.92	\$ 12.85	\$ 11.45
Secretaries, Except Legal, Medical, and Executive	43-6014	\$ 12.62	\$ 9.41	\$ 14.22	\$ 12.05
Shipping, Receiving, and Traffic Clerks	43-5071	\$ 12.79	\$ 9.85	\$ 14.25	\$ 12.31
Stock Clerks and Order Fillers	43-5081	\$ 10.32	\$ 7.83	\$ 11.57	\$ 9.54
Switchboard Operators, Including Answering Service	43-2011	\$ 11.57	\$ 10.14	\$ 12.28	\$ 11.66
Tellers	43-3071	\$ 10.95	\$ 8.88	\$ 11.98	\$ 10.86

This Iowa Wage Survey for Iowa Workforce Development (IWD) Region 2 was produced by the Labor Force & Occupational Analysis Bureau to provide communities local information on wages by occupation. This publication was developed specifically for the IWD Region 2. The source of the wage and employment data is the 2009 Iowa Wage Survey. Additional data from the Iowa Wage Survey for individual counties, Iowa Workforce Development regions, and by industry statewide are available on the Iowa Workforce Development web site located at www.iowaworkforce.org.