

1: Clerk - Wikipedia

To be a clerical worker, you should know how to use word processing programs, have basic knowledge of computer spreadsheets and have good typing skills. A number of vocational schools and programs train entry-level clerical workers.

It also funded the Women to the Top program in 1991 to bring more women into top management. Members are from all areas of business, education, politics and culture. Women who are born into the upper class rather than the middle or lower class have a much better chance at holding higher positions of power in the work force if they choose to enter it. Some examples of the ways in which gender affects a field include: Prohibitions or restrictions on members of a particular gender entering a field or studying a field; Discrimination within a field, including wage, management, and prestige hierarchies; Expectation that mothers, rather than fathers, should be the primary childcare providers. Note that these gender restrictions may not be universal in time and place, and that they operate to restrict both men and women. These barriers may also be manifested in hidden bias and by means of many microinequities. Many women face issues with sexual abuse while working in agriculture fields as well. Many of the women who work in these fields are undocumented and so supervisors or other male workers may take advantage of that. These women may suffer sexual abuse in order to keep their jobs and they cannot report the incident to the police because the fact that they are documented will be brought up and may be deported. A number of occupations became "professionalized" through the 19th and 20th centuries, gaining regulatory bodies, and passing laws or regulations requiring particular higher educational requirements. For instance, women were completely forbidden access to Cambridge University until 1864, and were encumbered with a variety of restrictions until when the university adopted an equal opportunity policy. Gender pay gap, Glass ceiling, and Sexual harassment The idea that men and women are naturally suited for different occupations is known as horizontal segregation. Specific to women, since employers believe that women are more likely to drop out of the labor force to have kids, or work part-time while they are raising kids, this tends to hurt their chances for job advancement. They are passed up for promotions because of the possibility that they may leave, and are in some cases placed in positions with little opportunity for upward mobility to begin with based on these same stereotypes. An Anthology, women are at a higher risk of financial disadvantage in modern day society than men. Statistical findings suggest that women are under paid for similar jobs men complete despite having the same qualifications. The statistical data collected by the U. Department of Labor suggests that women are discriminated against in the workforce based on gender. Anderson clearly demonstrates a significant difference between men and women in the workforce in regards to pay. Women are left more exposed to financial devastation and unemployment. The textbook also mentions that women are often give public positions versus private or leadership positions despite having appropriate work experience, higher education, or necessary skills to qualify. In other words, unmarried women who are the head of household are more vulnerable to financial disadvantage than married men or women. The unemployment rate of women compared to men suggests that single women are discriminated against based on gender. The statistical information illustrates the dramatic difference between men and women in regards to finances. It can be inferred that men are favored in the workforce over women. Women are discriminated against based on their gender and thus are more likely to struggle financially because of discriminatory employers. Actions and inactions of women themselves[edit] Through a process known as "employee clustering", employees tend to be grouped throughout the workplace both spatially and socially with those of a similar status job. Women are no exception and tend to be grouped with other women making comparable amounts of money. They compare wages with the women around them and believe their salaries are fair because they are average. Some women are content with their lack of wage equality with men in the same positions because they are unaware of just how vast the inequality is. Furthermore, women as a whole tend to be less assertive and confrontational. One of the factors contributing to the higher proportion of raises going to men is the simple fact that men tend to ask for raises more often than women, and are more aggressive when doing so. School-age boys and girls have

been noted as enacting the same aggressive and passive characteristics, respectively, in educational settings that we see in adults in the workplace. Boys are more likely to be pushed competitively in school, and sports, to be dominant. When a woman in this scenario re-enters the workforce, she may be offered a smaller salary or a lower position than she might have merited had she remained in the workforce alongside her colleagues both male and female who have not interrupted their careers. Gender inequality by social class[edit] Mechanic working on a motorcycle, United States. In the last 50 years there have been great changes toward gender equality in industrialised nations such as the United States of America. With the feminist movement of the s, women began to enter the workforce in great numbers. Women also had high labor market participation during World War II as so many male soldiers were away, women had to take up jobs to support their family and keep their local economy on track. Many of these women dropped right back out of the labor force when the men returned home from war to raise children born in the generation of the baby boomers. In the late s when women began entering the labor force in record numbers, they were entering in addition to all of the men, as opposed to substituting for men during the war. This dynamic shift from the one-earner household to the two-earner household dramatically changed the socioeconomic class system of industrialised nations in the post-war period. Effects on the middle and upper classes[edit] The addition of women into the workforce was one of the key factors that has increased social mobility over the last 50 years, although this has stalled in recent decades for both genders. Female children of the middle and upper classes had increased access to higher education, and thanks to job equality, were able to attain higher-paying and higher-prestige jobs than ever before. Due to the dramatic increase in availability of birth control , these high status women were able to delay marriage and child-bearing until they had completed their education and advanced their careers to their desired positions. In comparison with other sectors, IT organisations may be offering equal salaries to women and the density of women in technology companies may be relatively high but this does not necessarily ensure a level playing field. For example, Microsoft US was sued because of the conduct of one of its supervisors over e-mail. The supervisor allegedly made sexually offensive comments via e-mail, such as referring to himself as "president of the amateur gynecology club. E-harassment is not the sole form of harassment. In , Juno Online faced two separate suits from former employees who alleged that they were told that they would be fired if they broke off their ongoing relationships with senior executives. Pseudo Programs, a Manhattan-based Internet TV network, was sued in January after male employees referred to female employees as "bimbos" and forced them to look at sexually explicit material on the Internet. In India HR managers admit that women are discriminated against for senior Board positions and pregnant women are rarely given jobs but only in private. In addition to this, it has been suggested that there are fewer women in the IT sector due to existing stereotypes that depict the sector as male-orientated. In a recent book, Own It: The judgment equates a hostile work environment on the same plane as a direct request for sexual favors. The judgement mandates appropriate work conditions should be provided for work, leisure, health, and hygiene to further ensure that there is no hostile environment towards women at the workplace and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment. This law thus squarely shifts the onus onto the employer to ensure employee safety but most mid-sized Indian service technology companies are yet to enact sexual harassment policies. When I point to the need for a sexual harassment policy, most tend to overlook or ignore it. Earlier the draft proposal was rejected by the company. The lax attitudes transgress the Supreme Court judgment wherein the Court not only defined sexual harassment, but also laid down a code of conduct for workplaces to prevent and punish it, "Employers or other responsible authorities in public or private sectors must comply with the following guidelines: Express prohibition of sexual harassment should be notified and circulated;private employers should include prohibition of sexual harassment in the standing orders under the Industrial Employment Standing Orders Act, The complaint committee should include an NGO or other organization that is familiar with the issue of sexual harassment. When the offense amounts to misconduct under service rules, appropriate disciplinary action should be initiated. When such conduct amounts to an offense under the Indian Penal Code, the employer shall initiate action by making a complaint with the appropriate authority. However, the survey by Sakshi revealed 58 per cent of women were not aware of the Supreme Court guidelines on the subject. A

random survey by AssureConsulting. Surprisingly, certain HR managers were also ignorant of the Supreme Court guidelines or the Draft Bill by the National Commission of Women against sexual harassment at the workplace. Not surprisingly many cases go unreported. However, given the complexities involved, company policy is the first step and cannot wish away the problem. Also the company will not tolerate any case that comes to its notice. But the man at home is no different from the person at the office," thus implying the social mindset that discriminates against women is responsible for the problem. Women would rather brush away the problem or leave jobs quietly rather than speak up, even in organizations that have a zero tolerance policy. Says Chandan, "I do not have exact statistics but from my experience as an advocate one in 1, cases are reported. The social stigma against the victim and the prolonged litigation process for justice thwarts most women from raising their voice. Purports K Chandan "It may take between three and five years to settle a case, and in a situation where the harassment is covert, evidence is hard to gather and there is no guarantee that the ruling would be in favour of the victim. In one of the rare cases I handled a Country Manager was accused and the plaintiff opted for an out of court settlement. They are more likely to bring home far less than their male counterparts with equal job status, and get far less help with housework from their husbands than the high-earning women. Women with low educational attainment entering the workforce in mass quantity lowered earnings for some men, as the women brought about a lot more job competition. The lowered relative earnings of the men and increase in birth control made marriage prospects harder for lower income women. Women who were now attaining high status jobs were attractive partners to men with high status jobs, so the high earners married the high earners and the low earners married the low earners. In other words, the rich got richer and the poor stayed the same, and have had increased difficulty competing in the economy. At 60 days or more, men and women were equal in terms of sick leave. The Family and Medical Leave Act of has allowed for workers to have up to 12 weeks a year to leave work.

2: General Office Clerks: Jobs, Career, Salary and Education Information

A clerical worker is commonly an entry-level position, although senior-level clerical worker positions can exist and require more experience or advanced-level skills, such as computer software.

Will Technology Replace the Administrative Assistant? Technological innovation has become the driving force behind mass production in the manufacturing industry, making assembly-line work almost obsolete in the process. Will admin jobs be superseded by gadgetry, or will businesses continue to incorporate administrative assistants? Back in the early part of the new century, production lines at factories were still stocked with people—real people—who assembled circuit boards, toys, computers, and many other products by hand. The decreasing costs of new technology turned the decision into a no-brainer. Naturally, former workers were not so pleased with the effect of industrial mechanization. In the present day, increasingly complex and useful technology has filtered into offices all over the country. Tablets, advanced computers, electronic organizers, and smartphones are all quite commonplace now. The resulting shift from conversation to email, text, and shared applications has led to widespread speculation of an imminent technological takeover. After all, why bother filling admin jobs when iPhone calendar apps are so simple to navigate? Perhaps in the future, offices will be populated with robots rather than people. Recent advances in humanoid robotics have attracted considerable media attention and spawned AI-style visions of a brave new world filled with helpful—and eerily realistic—androids. In August, Japan sent a inch-high android called Kirobo to the International Space Station, where it uttered the first robotic words ever spoken in space. Human administrative assistants are considerate, communicative, pleasant, and helpful. New technology—in any form—is cold, logical, preprogrammed, and often frustrating to people. So at the present time, your admin job is safe: In effect, robots did not replace humans: So, even if advanced technology does become the order of the day, it is likely that admin jobs will simply evolve rather than disappear. In the end, until the human species is entirely replaced by a legion of self-replicating androids, humble human beings will always have jobs to do. Perhaps the easiest way to tackle technological development is to keep an open mind, never stop learning, and be ready to modify your admin job role as needed. Nancy Anderson is the communities and article Editor for Beyond. Follow Nancy and the Beyond team on <https://www.beyond.com>

3: Women in the workforce - Wikipedia

Learn about what a Clerical Worker does, skills, salary, and how you can become one in the future.

It requires employers to compensate their employees who suffer work-related injuries or occupational diseases, regardless of who is at fault. In return for receiving compensation on a no-fault basis, employees are prohibited except in very limited circumstances from suing their employers or fellow employees for damages arising from work-related injuries or accidents. A summary of the changes in the law between and may be found in OLR report R, attached. The act made numerous changes that reduced the cost to employers of providing WC and reduced certain employee benefit levels. In , the legislature restored cost of living adjustments to those who were injured after July 1, when PA became law and were 1 permanently disabled or deemed totally disabled for a period of five years or more, or 2 surviving dependents of a claimant. In recent years, there have not been any major changes to Connecticut WC law. The law defines an employee as anyone who works under any contract of service or apprenticeship with an employer there are some exceptions such as for independent contractors, casual workers, domestic service workers employed in private homes less than 26 hours a week, and a few others. The law explicitly includes certain people, such as volunteer firefighters and members of the General Assembly. It also allows sole proprietors and business partners to be covered voluntarily. Mental and emotional injuries that occur after June 30, are compensable only if they stem from a physical injury. In general, the law covers injuries that occur within the period of employment, at a place where the employee may reasonably be, and while the employee is reasonably fulfilling his employment duties or doing something incidental to his employment. Employees are not entitled to compensation for personal injuries caused by their own willful and serious misconduct or by their own intoxication. The latter benefits are called wage-loss and indemnity benefits. The level and duration of wage-loss and indemnity benefits varies depending on the degree of disability total or partial and whether the disability is temporary or permanent. Total disability benefits are paid for as long the total disability lasts. Commissioners are appointed by the governor and confirmed by the General Assembly. Each commissioner serves a five-year term. The commissioners are responsible for adjudicating claims and insuring that injured workers receive the entitled medical, wage, and indemnity benefits in a fair and timely way. The chairman manages the claims processing and central and district office support operations. A legal claim may also be established without written notice if, following an injury, the employer either provided medical care or the employer and employee reach a voluntary agreement regarding payment of benefits. Many claims are established and paid under voluntary agreements without the worker filing a formal written notice of claim. The employer must file its disclaimer or begin paying the claim without prejudice within 28 days of receiving notice of the claim. Disputes over compensability or degree of disability are resolved through informal hearings with the commissioner. The commissioners encourage parties to reach settlements and sign voluntary agreements. If settlement is not possible, parties may request a quasi-judicial, formal hearing.

4: Frequently Asked Questions About Journey-level Experience - Contractors State License Board

What Is Clerical Work? Clerical work typically refers to a variety of office and administrative support duties. If you're interested in a career in clerical work, read on to learn more about the nature of the profession and the variety of occupations available.

Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision. What is an apprenticeable occupation? An "Apprenticeable Occupation" is one that requires independent judgment and the application of manual, mechanical, technical, or professional skills. It is best learned through an organized system of on-the-job training, together with related and supplemental instruction. For additional information on apprentice skills and programs, visit the Department of Industrial Relations. I trained for three 3 months and was then given a truck and given job assignments. Does that make me a journeyman? Most trades require one 1 to five 5 years of apprentice time to fully understand the complexity of the work along with codes, standards, business management, and troubleshooting. You do not qualify as a journeyman just because an employer sends you on basic jobs. Time spent as an apprentice is valuable learning time that cannot be skipped. Writing an invoice and collecting for services is not the same as processing the invoice, depositing the money, balancing books monthly, paying expenditures, processing payroll, and providing the government with all applicable paperwork. However, time spent performing office work does not count toward journey-level experience. I built the house I live in and remodeled a rental. Does this qualify me to be a journeyman since it took four 4 years to complete both projects? I also hired all the subcontractors with no problem. Owner-builder qualifications are difficult to assess. CSLB may consider the work if there is verifiable evidence that it was completed to code. CSLB also considers how long it would have taken a licensed contractor to complete the same project. A new home and remodel could take less than a year to complete. As such, only one 1 year of experience would be credited. However, you would have still needed to complete two 2 to four 4 years of apprentice training prior to your owner-builder experience. Learning along the way and being sure that the work is done right does not automatically qualify for journeyman accreditation. Hiring subcontractors to complete the work on the house does not qualify you to be a journeyman. Experience must be hands-on in the trade s. Can I substitute any education, technical training, or apprenticeship training for the required journeyman experience? You may receive credit for your technical training, apprenticeship training, or education in place of a portion of the required four 4 years of practical experience. At least one 1 year must be practical experience. You must provide written documentation of any training or education claimed in place of experience. Acceptable documentation includes copies of apprenticeship certificates and college transcripts. For more information, view the Applicant section. I worked for myself since I was 16 years old. I am now Does that qualify for four 4 years of journeyman experience? If you submit verifiable evidence that you worked full-time for the last four 4 years, you may qualify, depending on the trade. Verifiable evidence includes, but is not limited to, invoices, income tax reports, s, and copies of contracts. If you were paid in cash and kept no records and filed no taxes, it will be difficult for you to prove you actually did any work. An important aspect of being a journeyman who is ready to be a contractor is knowing how a business is run and demonstrating that knowledge whether you are licensed or not. Depending on the trade, you also need to prove one 1 to four 4 years of apprentice experience in addition to the four 4 years of journeyman time. I have been a property manager for four 4 years at an apartment complex. Does this experience count as journeyman? This could be very difficult to prove as verifiable experience because you do not complete any one 1 trade on a regular basis for four 4 years. If you want to apply for a C Plumbing license you must show that you performed plumbing every day for four 4 full years, for approximately eight 8 hours per day. A plumbing apprenticeship is normally five 5 years, plus another four 4 years of journeyman time to apply. Most apartment complexes have a variety of trades that need attention, but rarely the same trade day after day. To qualify for a "B" General Building license you have to prove that you actually built, or rebuilt, apartments on a daily basis, not just occasionally repaired siding or drywall. Can you come out and see me

BECOMING CLERICAL WORKERS pdf

work to prove I am a journeyman? How about if I send photos? CSLB does not visit worksites. The burden of proof for your experience is on you, the applicant. Photos tell us nothing but that you are on a site. Whether you actually performed any of the work there is inconclusive. You must provide verifiable evidence of your experience. All experience claims must be verified by a qualified and responsible person, such as a homeowner, an employer, fellow employee, other journeymen, contractor, union representative, building inspector, architect, or engineer. The person verifying your claim must have firsthand knowledge of your experience during the time period covered—that is, he or she must have observed the work that you have completed and must complete the Certification of Work Experience form included with the application. Even if you provide a Certification of Work Experience form, be prepared to furnish documentation of any experience you claim on the form when such documentation is requested. Failure to provide this documentation will result in rejection of your application or denial of the license.

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6: What Are Clerical Skills? | Career Trend

*Women of steel: female blue-collar workers in the basic steel industry / Kay Deaux and Joseph C. Ullman. HD 152 U63
Women in nontraditional industry: the case of steel in Ciudad Guayana, Venezuela / Cathy A. Rakowski.*

7: WORKERS' COMPENSATION INSURANCE RATES FOR CT AND NEIGHBORING STATES

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8: Administrative/Clerical: Will Technology Replace the Administrative Assistant? - Office Dynamics

General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records. Work Environment Although general office clerks are employed in nearly every industry, many work in schools, healthcare facilities, and government offices.

9: What are Clerical Skills? | Mom Life

The despair I hear comes from being the highest-paid clerical worker in the hospital: For every one hour we spend cumulatively with patients, studies have shown, we spend nearly two hours on our.

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