

National Annual Salary Range \$34,470-\$100,420
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 44,800
Expected Job Openings (2016-2026) 3,800
National Outlook (2016-2026) 11.2% increase

Quick Facts

- Make exact measurements to determine property boundaries.
 - Gather information about the earth's surface for engineers, mapmaking, mining, land evaluation and other purposes.
 - Determine how surveys will be done.
 - Determine boundaries for mapmaking.
 - Prepare and maintain sketches, maps, reports and legal descriptions of surveys.
 - Search legal records, survey records and land titles to get information about property boundaries.
- Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction and other purposes.

Surveyors Architecture and Engineering



National Annual Salary Range \$22,020-\$52,580
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 109,300
Expected Job Openings (2016-2026) 11,500
National Outlook (2016-2026) 2.3% increase

Quick Facts

- Construct objects such as store fixtures, office equipment, cabinets and furniture.
 - Produce and assemble parts.
 - Set up and operate machines such as power saws, jointers, toners, molders and shapers.
 - Reinforce joints with nails or other fasteners.
 - Match materials for grain, texture, color and size.
 - Trim, sand and scrape surfaces to prepare them for finishing.
- Cut, shape and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers and mortisers to surface, cut or shape lumber or to fabricate parts for wood products.

Cabinetmakers and Bench Carpenters Production



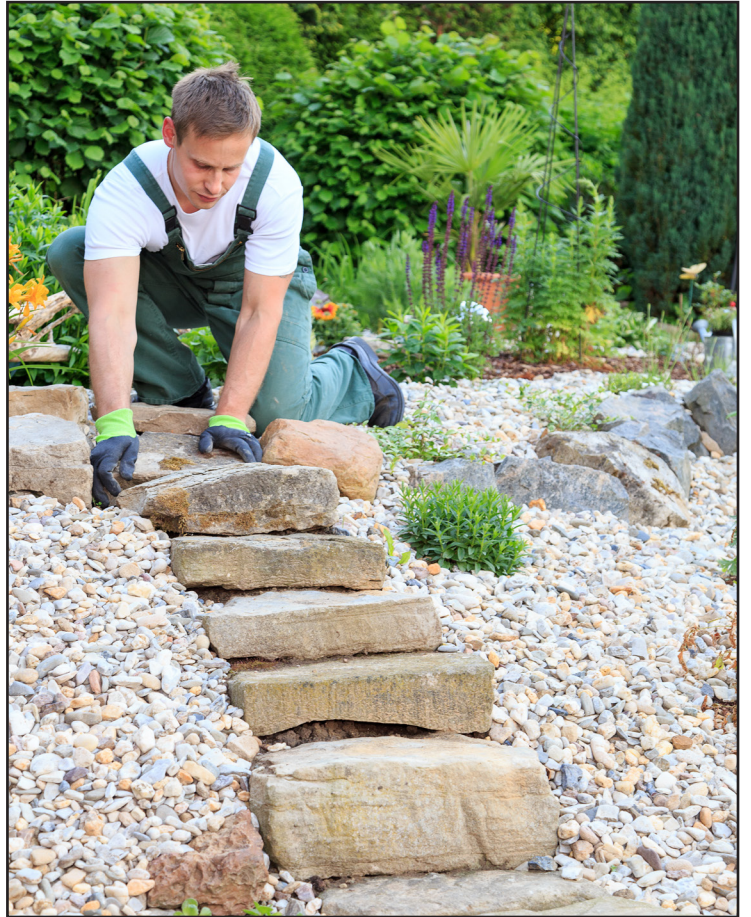
National Annual Salary Range \$19,960-\$42,870
Entry-Level Education No formal educational credential
Number of Jobs in 2016 1,197,900
Expected Job Openings (2016-2026) 163,000
National Outlook (2016-2026) 11.3% increase

Quick Facts

- Landscape or maintain grounds.
- Keep grass mowed and lay sod where grass is needed.
- Plant, trim and fertilize plants and trees.
- Rake and remove fallen leaves.
- Set up sprinklers and water lawns and plants when necessary.
- Spread mulch where needed.

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation and installation of mortarless segmental concrete masonry wall units.

Landscaper Gardeners Building and Grounds Cleaning and Maintenance





Dentists, General Health Care Practitioner and Technical

Examine, diagnose and treat diseases, injuries and malformations of teeth and gums. May treat diseases of nerve, pulp and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.

- Diagnose and treat diseases, injuries and malformations of teeth and gums.
- Administer anesthetics to limit the amount of pain felt by patients.
- Formulate a plan to treat patients' dental problems.
- Teach patients proper dental hygiene.
- Examine teeth and gums using X-ray, dental instruments and other diagnostic equipment.
- Write prescriptions for antibiotics and other medicines.

Quick Facts

National Annual Salary Range \$69,210 To N/A

Entry-Level Education Doctoral or professional degree

Number of Jobs in 2016 132,800

Expected Job Openings (2016-2026) 6,400

National Outlook (2016-2026) 19.4% increase

**Most dental school graduates purchase an established practice or open a new one immediately after graduation.



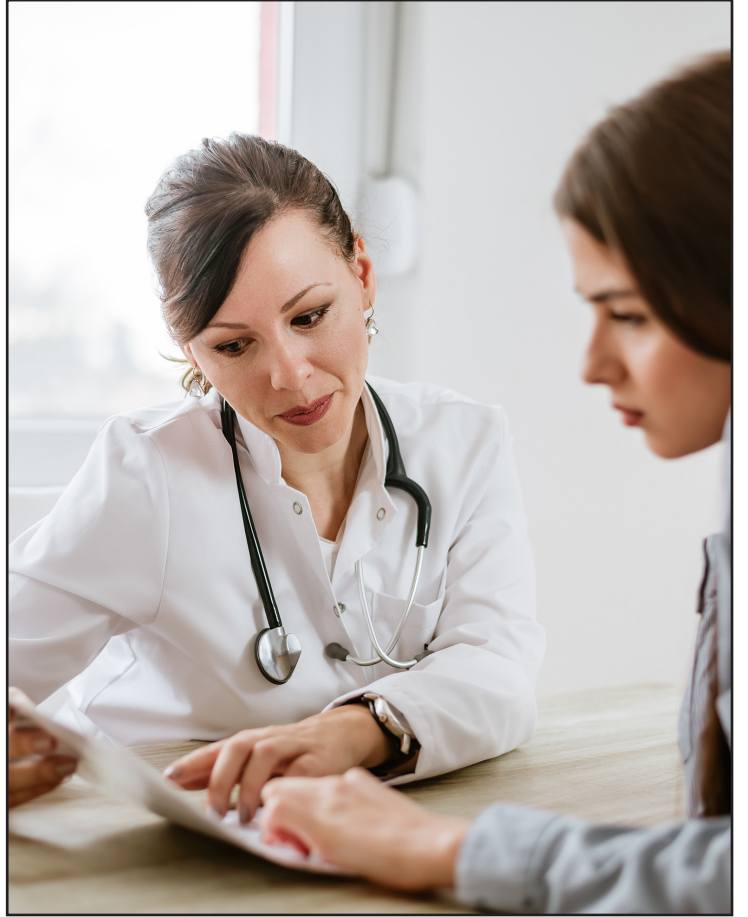
Optometrists Health Care Practitioner and Technical

- Diagnose, manage and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.
- Diagnose, manage and treat conditions of the human eye.
 - Examine eyes to determine problems.
 - Prescribe corrective lenses.
 - Prescribe drugs to treat eye diseases.
 - Analyze test results and develop treatment plans.
 - Remove foreign bodies from eyes.
 - Educate patients on the use of contact lenses, visual hygiene and other eye-safety factors.

Quick Facts

National Annual Salary Range \$53,740 To \$190,090
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 40,200
Expected Job Openings (2016-2026) 2,000
National Outlook (2016-2026) 17.9% increase

**One-year postgraduate clinical residency programs are available for optometrists who wish to obtain advanced clinical competence within a particular area of optometry.



Medical Doctors/General Practitioners Health Care Practitioner and Technical

Physicians who diagnose, treat and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.

- Prescribe treatment, therapy, medication and vaccinations to treat and prevent the spread of disease.
- Order, perform and interpret tests.
- Analyze records and reports to diagnose condition of patient.
- Monitor each patient's condition and progress.
- Collect, record and maintain patient information such as medical history, reports and examination results.
- Refer patients to medical specialists when necessary.
- Direct and coordinate activities of nurses, students, assistants, specialists and therapists.
- Deliver babies.

Quick Facts

National Annual Salary Range \$73,240 to N/A

Entry-Level Education Doctoral or professional degree

Number of Jobs in 2016 134,800

Expected Job Openings (2016-2026) 5,600

National Outlook (2016-2026) 14.3% increase

**Formal education and training requirements for physicians are among the most demanding of any occupation: four years of undergraduate school, four years of medical school and three to eight years of internship and residency, depending on the specialty selected.



Surgeons Health Care Practitioner and Technical

Physicians who treat diseases, injuries and deformities by invasive, minimally invasive or non-invasive surgical methods, such as using instruments or appliances or by manual manipulation.

- Operate on patients to correct physical problems.
- Examine patient to obtain medical information.
- Analyze patients' medical history and examination results to determine if surgery is needed.
- Develop treatment plans for before and after surgery.
- Follow established surgical techniques during the operation.
- Direct the activities of nurses, assistants and specialists.
- Make sure the instruments and surgery rooms are sterile.
- Discuss the need for surgery with patients and make sure they understand what surgery will be like.

Quick Facts

National Annual Salary Range \$88,360 to N/A
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 45,000 **Expected Job Openings (2016-2026)** 1,900
National Outlook (2016-2026) 14.4% increase

** Formal education and training requirements for physicians are among the most demanding of any occupation: four years of undergraduate school, four years of medical school and three to eight years of internship and residency, depending on the specialty selected.



Veterinarians Health Care Practitioner and Technical

Diagnose, treat or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock or care for pets and companion animals.

- Treat animals for illnesses and injuries.
- Examine animals to determine what is wrong.
- Teach animal owners how to care for their animals.
- Prescribe medication, set broken bones and bandage wounds.
- Collect body samples for examination and analysis.
- Give animals shots to prevent various diseases.
- Train and supervise workers who handle and care for animals.
- Study dead animals to determine why they died.

Quick Facts

National Annual Salary Range \$53,980-\$159,320
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 79,600
Expected Job Openings (2016-2026) 4,500
National Outlook (2016-2026) 18.8% increase

**New graduates with a Doctor of Veterinary Medicine degree may begin to practice veterinary medicine once they receive their license, but many new graduates choose to enter a one-year internship.



Actors Arts, Design, Entertainment, Sports and Media

Play parts in stage, television, radio, video, motion picture productions or other settings for entertainment, information or instruction. Interpret serious or comic roles by speech, gesture and body movement to entertain or inform audience. May dance and sing.

- Play parts in stage productions, television shows, music videos and motion pictures.
- Tell stories through music, visual or dramatic art.
- Express creativity by dancing.
- Apply makeup and wear costumes.
- Work with props and stage settings.

Quick Facts

National Annual Salary Range Data Not Available
Entry-Level Education Some college, no degree
Number of Jobs in 2016 63,800
Expected Job Openings (2016-2026) 7,400
National Outlook (2016-2026) 11.6% increase



Writers and Authors Arts, Design, Entertainment, Sports and Media

Originate and prepare written material, such as scripts, stories, advertisements and other material.

- Write original materials such as scripts, stories, poems and other materials.
- Use libraries, the internet and interviews to gather material for work.
- Create rough drafts of work to outline basic ideas.
- Revise or rewrite sections.
- Create additional copies as changes are made.
- Prepare a manuscript for editors.
- Arrange for publisher to receive and review manuscripts.
- Make suggested changes to finalize the work.

Quick Facts

National Annual Salary Range \$30,520-\$118,760

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 131,200

Expected Job Openings (2016-2026) 12,600

National Outlook (2016-2026) 7.6% increase



Painters Arts, Design, Entertainment, Sports and Media

Create original artwork using any of a wide variety of media and techniques.

- Create original artwork.
- Use pens, ink, watercolors, cloth, charcoal, oil paint or computer software to create designs.
- Develop visual elements such as line, space, mass and color to illustrate ideas.
- Talk with clients to determine what artwork they want.
- Keep a portfolio of finished artwork highlighting personal style and abilities to show people.
- Submit preliminary or finished artwork to clients for approval.
- Study different techniques to learn how to apply them to artwork.

Quick Facts

National Annual Salary Range \$21,590-\$102,540

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 28,000

Expected Job Openings (2016-2026) 2,400

National Outlook (2016-2026) 6.8% increase

National Outlook (2016-2026) 4.4% increase

Expected Job Openings (2016-2026) 1,900

Number of Jobs in 2016 13,500

Entry-Level Education No formal educational credential

National Annual Salary Range Data Not Available

Quick Facts

- Study and practice dance moves.
 - Harmonize body movements to dance rhythms.
 - Train, exercise and attend dance classes.
 - Perform classical, modern and acrobatic dance productions.
 - Collaborate with choreographers to refine and modify dance steps.
 - Attend costume fittings, photography sessions and makeup calls.
 - Audition for dance roles.
- Perform dances. May perform on stage, for on-air broadcasting or for video recording.

Dancers, Design, Entertainment, Sports and Media



National Outlook (2016-2026) 6.0% increase
Expected Job Openings (2016-2026) 17,800
Number of Jobs in 2016 172,400

Entry-Level Education No formal educational credential
National Annual Salary Range Data Not Available

Quick Facts

- Sing songs on stage, radio or television or in motion pictures.
- Memorize musical selections and routines.
- Apply knowledge of harmony, melody, rhythm and voice production to material.
- Perform live for audiences.
- Find and learn new music.
- Sing as a soloist or as a member of a vocal group.
- Make or participate in recordings.
- Practice singing exercises.
- Follow the direction of the conductor or read prompts for cues.

Singers, Design, Entertainment, Sports and Media





Editors Arts, Design, Entertainment, Sports and Media

- Plan, coordinate or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.
- Prepare, rewrite and edit written material to improve ease of reading.
 - Look for errors in spelling, punctuation and grammar.
 - Plan content of publications according to publication style and editorial policies.
 - Verify facts, dates and statistics.
 - Develop story and content ideas while considering reader appeal.
 - Monitor the production of artwork, layout, typesetting and printing to make sure they meet requirements.

Quick Facts

National Annual Salary Range \$30,830-\$114,460
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 127,400
Expected Job Openings (2016-2026) 12,000
National Outlook (2016-2026) -1.4% increase



TV Reporters Arts, Design, Entertainment, Sports and Media

- Collect and analyze facts about newsworthy events by interview, investigation or observation.
- Report and write stories for newspaper, news magazine, radio or television.
- Collect facts about newsworthy events.
- Review and evaluate notes taken.
- Determine a story's meaning, length and format.
- Research and analyze background information.
- Check reference materials.
- Investigate breaking news.
- Revise work to fit time and space requirements.
- Report and write news stories for publication.

Quick Facts

National Annual Salary Range \$22,970-\$90,540

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 44,700

Expected Job Openings (2016-2026) 3,700

National Outlook (2016-2026) -10.1% increase

National Annual Salary Range \$47,480-\$134,610
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 128,800
Expected Job Openings (2016-2026) 9,700
National Outlook (2016-2026) 4.2% increase

Quick Facts

- Plan and design structures, such as private residences, office buildings, theaters, factories and other structural property.
- Use graphic art techniques to design offices, homes and other buildings.
- Use mathematics and engineering information to develop building plans.
- Use technical drawing and blueprints to determine space and layout of buildings.
- Research government regulations and codes to ensure accuracy in following the law for new or renovated buildings.

Architects Architecture and Engineering





Interior Designers, Entertainment, Sports and Media

Plan, design and furnish interiors of residential, commercial or industrial buildings. Formulate designs that are practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise or improving life style. May specialize in a particular field, style or phase of interior design.

- Plan the interior design of places.
- Talk with clients to determine what they want or need.
- Develop plans that meet client needs effectively.
- Draw sketches and designs to show client.
- Determine materials needed and purchase them.
- Work with client to develop a schedule for work – i.e., when to begin and how long it should take to complete.

Quick Facts

National Annual Salary Range \$27,240-\$93,780

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 66,500

Expected Job Openings (2016-2026) 6,500

National Outlook (2016-2026) 4.5% increase

National Annual Salary Range \$18,170-\$50,670
Entry-Level Education Postsecondary non-degree award
Number of Jobs in 2016 617,300
Expected Job Openings (2016-2026) 84,700
National Outlook (2016-2026) 13.0% increase

Quick Facts

- Provide beauty services such as shampooing, cutting, coloring and styling hair.
- Apply makeup and dress wigs or perform hair removal.
- Provide nail and skincare services.
- Keep workstations clean and sanitize tools.
- Recommend beauty treatment or hairstyles based on customer's features.
- Demonstrate and sell hair care products and cosmetics.

Provide beauty services, such as shampooing, cutting, coloring and styling hair and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal and provide nail and skin care services.

Hairdressers Personal Care and Service



National Annual Salary Range \$32,660-\$91,960
Entry-Level Education Master's degree
Number of Jobs in 2016 291,700
Expected Job Openings (2016-2026) 35,300
National Outlook (2016-2026) 12.6% increase

Quick Facts

- Counsel individuals and provide group educational and vocational guidance services.
- Counsel students regarding educational issues such as choosing courses, scheduling classes, study habits and career planning.
- Counsel individuals to overcome personal, social and behavior problems.
- Maintain student records.
- Talk with parents or guardians and teachers to resolve student behavior and academic problems.
- Meet with parents or guardians to review student progress.
- Refer students to other mental health counseling if necessary.
- Evaluate student performances, behavior, social development and physical health.

Career/Vocational Counselors Community and Social Services





Child Care Workers Personal Care and Service

- Attend to children at schools, businesses, private households and child care institutions.
- Perform a variety of tasks, such as dressing, feeding, bathing and overseeing play.
- Help children with social and emotional development.
- Discipline children and take measures to control behavior.
- Identify signs of emotional or developmental problems.
- Observe and monitor play activities.
- Read to children and teach them painting, drawing and songs.
- Play with children.
- Keep records of daily observations.
- Teach children health and good personal habits.

Quick Facts

National Annual Salary Range \$17,490-\$32,780
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 1,216,600
Expected Job Openings (2016-2026) 189,100
National Outlook (2016-2026) 6.9% increase



Nannies Personal Care and Service

- Care for children in private households and provide support and expertise to parents in satisfying children's physical, emotional, intellectual and social needs. Duties may include meal planning and preparation, laundry and clothing care, organization of play activities and outings, discipline, intellectual stimulation, language activities and transportation.
- Care for children in private homes or other facilities.
 - Help children develop social skills.
 - Provide guidance with physical, emotional and intellectual needs.
 - Plan and prepare meals.
 - Wash and take care of clothes.
 - Organize play activities and outings.
 - Discipline children when necessary.

Quick Facts

National Annual Salary Range \$17,490-\$32,780
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 1,216,600
Expected Job Openings (2016-2026) 189,100
National Outlook (2016-2026) 6.9% increase



Nurses Health Care Practitioner and Technical

Assess patient health problems and needs, develop and implement nursing care plans and maintain medical records. Administer nursing care to ill, injured, convalescent or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

- Assess patient health problems and needs.
- Monitor, record and report symptoms and changes in patients.
- Record patients' medical information and vital signs.
- Assess, plan and implement patient care plans.
- Modify patient treatment plans as indicated.
- Monitor all aspects of patient care.
- Order, interpret and evaluate diagnostic tests.
- Prescribe and recommend drugs and other forms of treatment.

Quick Facts

National Annual Salary Range \$48,690-\$104,100

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 2,955,200

Expected Job Openings (2016-2026) 203,700

National Outlook (2016-2026) 14.8% increase



Elementary School Teachers Education, Training and Library

Teach students basic academic, social and other formative skills in public or private schools at the elementary level.

- Teach pupils in public or private schools at the elementary level.
- Establish and enforce rules for behavior and procedures.
- Observe and evaluate student performance, behavior, social development and physical health.
- Prepare materials and classroom activities.
- Encourage students to observe and investigate.
- Establish clear goals for learning and make sure students understand them.
- Prepare, administer and grade tests and assignments.

Quick Facts

National Annual Salary Range \$37,340-\$92,770
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 1,410,900
Expected Job Openings (2016-2026) 112,800
National Outlook (2016-2026) 7.4% increase

National Annual Salary Range \$59,080-\$122,650
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 239,800
Expected Job Openings (2016-2026) 17,700
National Outlook (2016-2026) 28.0% increase

Quick Facts

- Assess patients for therapy needs.
 - Identify and document patient goals.
 - Administer exercises, massages or traction to help relieve pain.
 - Confer with the patient to develop a treatment plan.
 - Evaluate effects of therapy and modify goals and treatment according to patient progress.
 - Keep accurate records and information on patients.
- Assess, plan, organize and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and improve or correct disabling conditions resulting from disease or injury.

Physical Therapists Health Care Practitioner and Technical





Nurse Practitioners Health Care Practitioner and Technical

Diagnose and treat acute, episodic or chronic illness independently or as part of a health care team. May focus on health promotion and disease prevention. May order, perform or interpret diagnostic tests such as lab work and X-rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

- Provide nursing care for people.
- Prescribe medicine when it is needed.
- Order medical tests.
- Use test data to make treatment plans.
- Teach people better health habits.
- Keep records of progress.

Quick Facts

National Annual Salary Range \$74,840-\$145,630

Entry-Level Education Master's degree

Number of Jobs in 2016 155,500

Expected Job Openings (2016-2026) 14,400

National Outlook (2016-2026) 36.1% increase



Speech-Language Pathologists/Speech Therapists Health Care Practitioner and Technical

Assess and treat people with speech, language, voice and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

- Assess and treat people with speech, language and voice disorders.
- Keep client records of the initial evaluation, treatment, progress and discharge.
- Monitor clients' progress and adjust treatments when necessary.
- Evaluate test results to determine the appropriate treatment.
- Develop treatment plans for problems such as stuttering, delayed language, swallowing disorders and other voice problems.
- Teach clients to control or strengthen tongue, jaw, face muscles and breathing muscles.
- Develop individual or group programs for schools.
- Communicate with nonspeaking clients using sign language or computer technology.

Quick Facts

National Annual Salary Range \$48,830-\$118,910
Entry-Level Education Master's degree
Number of Jobs in 2016 145,100
Expected Job Openings (2016-2026) 10,400
National Outlook (2016-2026) 17.8% increase



Dental Hygienists Health Care Practitioner and Technical

Clean teeth and examine oral areas, head and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays or apply fluoride or sealants.

- Clean patient teeth.
- Examine oral areas, head and neck for signs of disease.
- Educate patients on oral hygiene.
- Take and develop X-rays.
- Sterilize and disinfect instruments.
- Apply fluoride and cavity-preventing agents to patients' teeth.
- Examine gums for signs of gum disease.
- Take dental diagnostic X-rays.

Quick Facts

National Annual Salary Range \$51,180-\$101,330

Entry-Level Education Associate's degree

Number of Jobs in 2016 207,900

Expected Job Openings (2016-2026) 17,500

National Outlook (2016-2026) 19.7% increase

Expected Job Openings (2016-2026) 522,700
National Outlook (2016-2026) 7.0% increase

Number of Jobs in 2016 2,600,500
Entry-Level Education No formal educational credential
National Annual Salary Range \$17,200-\$40,210

Quick Facts

- Make sure food is delivered to the correct people.
- Clean and sterilize dishes and equipment.
- Examine trays to make sure they contain the required items.
- Load trays with utensils, napkins and condiments.
- Take food orders and relay information to kitchen.
- Prepare food items such as sandwiches, salads, soups and drinks.

Take orders and serve food and beverages to patrons at tables in dining establishments.

Waiters and Waitresses Food Preparation and Serving Related



National Annual Salary Range \$43,020-\$122,220
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 1,397,700
Expected Job Openings (2016-2026) 141,800
National Outlook (2016-2026) 10.0% increase

Quick Facts

- Help people understand how to invest their money.
 - Help people prepare and submit their yearly tax returns.
 - Keep records of money in savings accounts and other investments.
 - Work for corporations such as banks to solve financial problems and ensure they follow tax laws.
- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization.

Accountants and Financial Operations





Librarians Education, Training and Library

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, nonprofit organizations and health care providers. Tasks may include selecting, acquiring, cataloging, classifying, circulating and maintaining library materials and furnishing reference, bibliographical and readers' advisory services. May perform in-depth, strategic research and synthesize, analyze, edit and filter information. May set up or work with databases and information systems to catalogue and access information.

- Manage libraries.
- Select library materials for circulation.
- Classify and catalog materials.
- Keep references and files up to date.
- Help customers find materials they need.
- Check out materials customers want to borrow.
- Help customers find materials for research.
- Fill out applications for library cards for new customers.

Quick Facts

National Annual Salary Range \$34,300-\$91,620
Entry-Level Education Master's degree
Number of Jobs in 2016 138,200
National Outlook (2016-2026) Expected Job Openings (2016-2026) 14,500
 9.0% increase

National Outlook (2016-2026) -19.1% increase

Expected Job Openings (2016-2026) 15,000

Number of Jobs in 2016 194,700

Entry-Level Education High school diploma or equivalent

National Annual Salary Range \$27,080-\$76,500

Quick Facts

- Perform secretarial duties.
- Prepare legal papers.
- Correspond with clients and maintain client-scheduled appointments with lawyer.
- Assist with legal research.
- Keep records on all lawyer cases and file documentation.
- Prepare documentation and other materials for trial.

Perform secretarial duties using legal terminology, procedures and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions and subpoenas. May also assist with legal research.

Legal Secretaries Office and Administrative Support



National Outlook (2016-2026) 22.5% increase

Expected Job Openings (2016-2026) 80,800

Number of Jobs in 2016 574,200

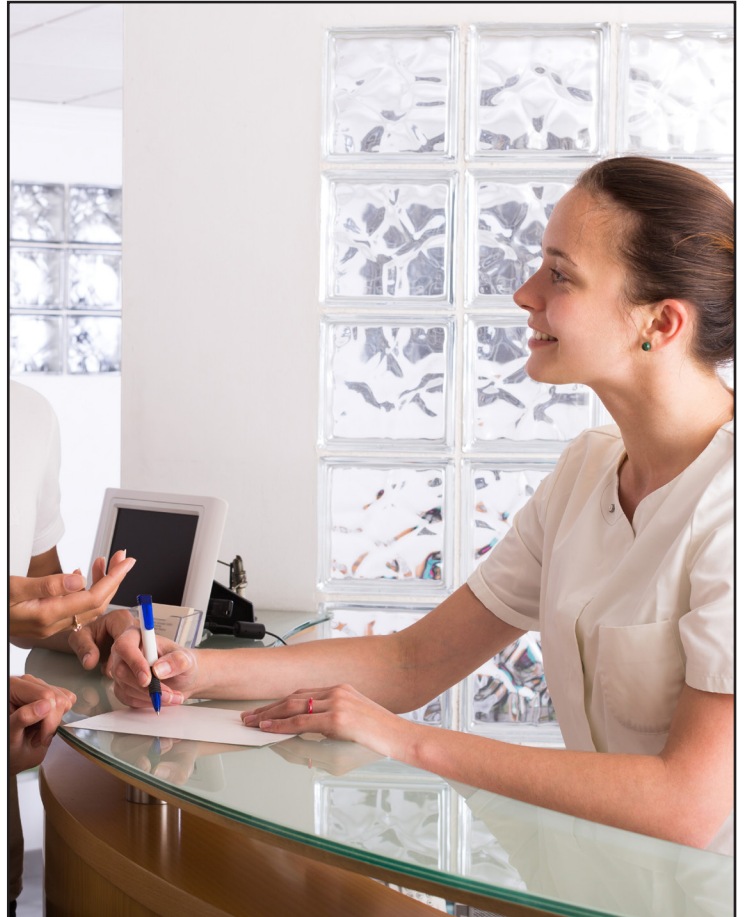
Entry-Level Education High school diploma or equivalent

National Annual Salary Range \$24,240-\$50,340

Quick Facts

- Perform secretarial duties such as filing, keyboarding and answering the phone.
 - Keep track of schedules and appointments.
 - Use knowledge of medical terms to write reports and lab procedures.
 - Bill patients for services provided.
 - Collect payments from patients.
 - Record information in medical charts, reports and correspondence.
- Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties may include scheduling appointments, billing patients and compiling and recording medical charts, reports and correspondence.

Medical Secretaries Office and Administrative Support





Loan Officers Business and Financial Operations

Evaluate, authorize or recommend approval of commercial, real estate or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers and loan underwriters.

- Determine if loan applicants qualify for commercial, real estate or credit loans.
- Review credit histories of applicants.
- Verify employment of applicants.
- Authorize or recommend approval if applicant qualifies.
- Advise borrowers on financial status.
- Determine how the borrower wants to repay the loan and review procedures.
- Answer any questions borrowers have.
- Make sure all documents are completed.

Quick Facts

National Annual Salary Range \$32,670-\$135,590
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 318,600
Expected Job Openings (2016-2026) 30,400
National Outlook (2016-2026) 11.4% increase

National Annual Salary Range \$20,080-\$40,880
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 1,053,700
Expected Job Openings (2016-2026) 151,100
National Outlook (2016-2026) 9.1% increase

Quick Facts

- Greet customers and visitors as they enter a place of business.
- Determine where customers need to go and direct them.
- Provide information upon customer request.
- Set up appointments over the phone for customers.
- Answer the phone and direct calls to the appropriate people.
- File important documents and papers as needed.

Answer inquiries and provide information to the general public, customers, visitors and other interested parties regarding activities conducted at establishment and location of departments, offices and employees within the organization.

Receptionists and Information Clerks Office and Administrative Support



Pharmacy Technicians and Technical Health Care Practitioners

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label and record amounts and dosages of medications according to prescription orders.

- Prepare medications under the direction of a pharmacist.
- Measure, mix, count out and label dosages of medications.
- Answer telephones and respond to questions.
- Assist customers by answering simple questions or referring them to the pharmacist.
- Fill bottles with prescribed medications and type and place labels on them.
- Verify the information on prescriptions or refills.
- Price and file prescriptions that have been filled.

Quick Facts

National Annual Salary Range \$22,000-\$46,980
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 402,500
Expected Job Openings (2016-2026) 37,500
National Outlook (2016-2026) 11.8% increase



National Outlook (2016-2026) 22.5% increase
Number of Jobs in 2016 23,600
Expected Job Openings (2016-2026) 2,100

Entry-Level Education Bachelor's degree
National Annual Salary Range \$59,950-\$184,770

Quick Facts

- Research to find out how many people have died, had accidents and have become ill, disabled or retired over a certain period of time.
 - Determine the risk for insurance companies to approve insurance policies for people.
 - Determine the cost of policies to cover health, property, business and life insurance.
 - Help insurance companies determine the amount of money needed to cover payment of policies sold.
- Analyze statistical data, such as mortality, accident, sickness, disability and retirement rates, and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits.

Actuaries Computer and Mathematical

