Transcription Instructions

These pages are from a catalogue of jobs. It includes detailed descriptions of job requirements. There is a different section for each combination of job requirements/ qualifications. Each section of job requirements is followed by a list of all the jobs that have those same requirements.

The definitions are grouped by requirements, so many jobs will have the same requirements. The first page will have the worker requirements and qualifications, and the following pages will have a list of jobs that have the requirements

Instructions
All of the jobs in the pages following the description will have the same set of qualifications. From the list of jobs that have a set of requirements, write only those under 6 digit codes. You should have one column for the code, one column for the title (it appears in upper case letters), and the industry (the text in parentheses), and the other columns should be for the qualifications. You should have one column per attribute in the qualifications profile. The qualifications are: GED, SVP, G, V, N, S, P, Q, K, F, M, E, C, Int, Temp, and Phys. Dem. For each qualification, put all of the numbers that appear under it in a single cell.

See below for an example page and transcribed output.

GUIDANCE AND COUNSELING

.108; .208

Work Performed

Work activities in this group primarily involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Worker Requirements

An occupationally significant combination of: Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements

Volunteer welfare work for local church group.
Expressed preference for public contact work.
Membership in school debating club.
Successful academic record in pertinent courses, such as psychology or education.
Poise and self-confidence exhibited in an interview.
Elective office in school.

Training and Methods of Entry

A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year college level is required, varying according to the individual situation.

Most municipal and State governments and private organizations require 2 years of graduate study from applicants who are interested in pursuing social work as a career.

Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree or the equivalent in counselor education, as well as actual teaching experience.

A graduate degree in psychology serves as an excellent qualification for entry into numerous positions, particularly those in industry.

RELATED CLASSIFICATIONS

Administration (.118 .168) p. 237
Interviewing, Information-Giving, and Related Work (Vocational, Educational, and Related Activities) (.168; .268) p. 250
High School, College, University, and Related Education (.228) p. 341
Social Science, Psychological, and Related Research (.088) p. 294

QUALIFICATIONS PROFILE

GED: 5 6 GED Qualifications
SVP: 7 8 SVP Requirements

Apt:	GVN	SPQ	KFM	EC
	1 1 3	4 4 4	4 4 4	5 5
	2 2			

Int: 4 6 5 8
Temp: 5 9 4
Phys. Dem: S L 4 5 6

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04 **LIFE SCIENCES**
045. **Psychology**
045.108 COUNSELOR (profess. & kin.) II
COUNSELOR, NURSES' ASSOCIATION (medical ser.)
DIRECTOR OF GUIDANCE (profess. & kin.)
PSYCHOLOGIST, CLINICAL (profess. & kin.)
PSYCHOLOGIST, COUNSELING (profess. & kin.)
PSYCHOLOGIST, INDUSTRIAL (profess. & kin.)
PSYCHOLOGIST, SCHOOL (profess. & kin.)
RESIDENCE COUNSELOR (education)
09 **EDUCATION**
099. **Education, n.e.c.**
099.108 DEAN OF BOYS (education)
FOREIGN-STUDENT ADVISER (education)
099.208 TEACHER, VISITING (education)

12 **RELIGION AND THEOLOGY**
120. **Ministerial Work**
120.108 CLERGYMAN (profess. & kin.)
MISSIONARY (profess. & kin.)
129. **Religion and Theology, n.e.c.**
129.108 CHRISTIAN SCIENCE PRACTITIONER (profess. & kin.)
DIRECTOR OF RELIGIOUS ACTIVITIES (education)
DIRECTOR, RELIGIOUS EDUCATION (nonprofit organ.)
129.208 PARISH WORKER (profess. & kin.)
19 **MISCELLANEOUS PROFESSIONAL, TECHNICAL, AND MANAGERIAL WORK**
195. **Social and Welfare Work**
195.108 CASEWORKER (profess. & kin.)

195.108 Con.
CASEWORKER, CHILD WELFARE (profess. & kin.)
CASEWORKER, FAMILY (profess. & kin.)
PAROLE OFFICER (profess. & kin.)
PROBATION OFFICER (profess. & kin.)
SOCIAL WORKER, MEDICAL (profess. & kin.)
SOCIAL WORKER, PSYCHIATRIC (profess. & kin.)
SOCIAL WORKER, SCHOOL (profess. & kin.)
COMMUNITY RELATIONS AND SERVICES ADVISOR, PUBLIC HOUSING (profess. & kin.)
GROUP WORKER (profess. & kin.)
SOCIAL GROUP WORKER (profess. & kin.)
SOCIAL WORKER, DELINQUENCY PREVENTION (profess. & kin.)
195.208 CASE AID (profess. & kin.)

6 digit code | Job title | Industry

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Code	Title	Industry	GED	SVP	G	V	N	S	P	Q	K	F	M	E	C	Int	Temp	Phys
45.108	COUNSELOR	(profess. & kin)	56	78	12	12	3	4	4	4	4	4	4	5	5	4658	594	SL456
45.108	COUNSELOR, NURSES' ASSOCIATION	(profess. & kin)	56	78	12	12	3	4	4	4	4	4	4	5	5	4658	594	SL456
45.108	DIRECTOR OF GUIDANCE	(profess. & kin)	56	78	12	12	3	4	4	4	4	4	4	5	5	4658	594	SL456
45.108	PSYCHOLOGIST, COUNSELING	(profess. & kin)	56	78	12	12	3	4	4	4	4	4	4	5	5	4658	594	SL456

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Code	Title	Industry	GED	SVP	G	V	N	S	P	Q	K	F	M	E	C	Int	Temp	Phys
195.208	CASE AID	(profess. & kin)	56	78	12	12	3	4	4	4	4	4	4	5	5	4658	594	SL456