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## Making Use of the O\*NET Code Connector

The O\*NET Code Connector was developed by the U.S. Department of Labor to assist employers in coding jobs. Many employers use the information contained on this site to write job descriptions. O\*NET Code Connector can be a valuable resource in improving the language you use in your cover letters and resumes to demonstrate your skills and fit for a particular job.

[Website located at www.onetcodeconnector.org](http://www.onetcodeconnector.org)



< *Partial samples from ONET Code Connector are attached for discussion* >

- In the right column are "tasks" and "work activities" people in this occupation may perform. Highlight the "tasks" and "work activities" that you perform or have performed, and add them to your resume, applications and cover letter. These are considered your *transferable* skills.
- There may be "tasks" and "work activities" you do or did well that you don't care to do any more, you've identified burn out or killer skills. You may decide to not add these to your next job search. Realize leaving them out diminishes potential opportunities.
- In the left column are related "occupations" that you may be able to transfer into based on your skill sets. For comparative details you can simply click on the occupations of choice. When online these are hyperlinks.
- You may link to go to **ONET Online** and conduct further career and labor market related exploration.



## Computer Hardware Engineers - 17-2061.00

**Sample 1  
Plan A**

### O\*NET-SOC Description

Research, design, develop, and test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer-related equipment and components.

### DOT Titles Included in this O\*NET-SOC Code

- Electronics Engineer

### Sample of Occupations in this SOC Family

<a href="#">17-2011.00</a>	<a href="#">Aerospace Engineers</a>
<a href="#">17-2021.00</a>	<a href="#">Agricultural Engineers</a>
<a href="#">17-2031.00</a>	<a href="#">Biomedical Engineers</a>
<a href="#">17-2041.00</a>	<a href="#">Chemical Engineers</a>
<a href="#">17-2051.00</a>	<a href="#">Civil Engineers</a>
<b>17-2061.00</b>	<b>Computer Hardware Engineers</b>
<a href="#">17-2071.00</a>	<a href="#">Electrical Engineers</a>
<a href="#">17-2072.00</a>	<a href="#">Electronics Engineers, Except Computer</a>
<a href="#">17-2081.00</a>	<a href="#">Environmental Engineers</a>

### Related Occupations

<a href="#">Computer Support Specialists</a>	<a href="#">15-1041.00</a>
<a href="#">Mathematical Technicians</a>	<a href="#">15-2091.00</a>
<a href="#">Electronic Drafters</a>	<a href="#">17-3012.01</a>

### Tasks

- Analyze information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications.
- Analyze user needs and recommend appropriate hardware.
- Assemble and modify existing pieces of equipment to meet special needs.
- Build, test, and modify product prototypes using working models or theoretical models constructed with computer simulation.
- Confer with engineering staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.
- Design and develop computer hardware and support peripherals, including central processing units (CPUs), support logic, microprocessors, custom integrated circuits, and printers and disk drives.
- Direct technicians, engineering designers or other technical support personnel as needed.
- Evaluate factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration.
- Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- Provide technical support to designers, marketing and sales departments, suppliers, engineers and other team members throughout the product development and implementation process.
- Provide training and support to system designers and users.
- Recommend purchase of equipment to control dust, temperature, and humidity in area of system installation.
- Select hardware and material, assuring compliance with specifications and product requirements.
- Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- Store, retrieve, and manipulate data for analysis of system capabilities and requirements.
- Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, by recording and analyzing test data.
- Update knowledge and skills to keep up with rapid advancements in computer technology.

[Aerospace Engineering and Operations Technicians](#) [17-3021.00](#)

[Computer Science Teachers, Postsecondary](#) [25-1021.00](#)

[Computer, Automated Teller, and Office Machine Repairers](#) [49-2011.00](#)

[Electrical and Electronics Repairers, Commercial and Industrial Equipment](#) [49-2094.00](#)

[Numerical Tool and Process Control Programmers](#) [51-4012.00](#)

- Write detailed functional specifications that document the hardware development process and support hardware introduction.

### **Detailed Work Activities**

- advise clients or customers
- advise clients regarding engineering problems
- analyze engineering design problems
- analyze engineering problems in electronics manufacturing
- analyze engineering test data
- analyze project proposal to determine feasibility, cost, or time
- analyze scientific research data or investigative findings
- analyze technical data, designs, or preliminary specifications
- analyze test data
- calculate engineering specifications
- collect scientific or technical data
- communicate technical information
- compile numerical or statistical data
- compute production, construction, or installation specifications
- conduct performance testing
- confer with engineering, technical or manufacturing personnel
- confer with research personnel
- consult with managerial or supervisory personnel
- coordinate engineering project activities
- coordinate manufacture of electrical or electronic equipment
- coordinate production maintenance activities
- create mathematical or statistical diagrams or charts
- delegate authority for engineering activities
- design computer hardware or software interface
- design control systems
- design electro-mechanical equipment
- design electronic equipment
- design engineered systems
- design hardware or software systems
- determine specifications
- develop computer performance standards
- develop mathematical simulation models
- develop or maintain databases
- develop plans for programs or projects
- develop policies, procedures, methods, or standards
- develop tables depicting data
- direct and coordinate activities of workers or staff
- direct personnel in support of engineering activities
- draw prototypes, plans, or maps to scale
- estimate cost for engineering projects

- estimate time needed for project
- evaluate computer system user requests or requirements
- evaluate costs of engineering projects
- evaluate engineering data
- evaluate manufacturing or processing systems
- evaluate product design
- evaluate prototype computer software systems
- examine engineering documents for completeness or accuracy
- explain complex mathematical information
- follow data security procedures
- follow data storage procedures
- follow manufacturing methods or techniques
- follow safe waste disposal procedures
- follow statistical process control procedures
- improve test devices or techniques in manufacturing, industrial or engineering setting
- lead teams in engineering projects
- make presentations
- modify electrical or electronic equipment or products
- oversee testing or construction of prototype
- plan testing of engineering methods
- prepare reports
- prepare technical reports or related documentation



## Biomedical Engineers - 17-2031.00

Sample 1

Plan B

### O\*NET-SOC Description

Apply knowledge of engineering, biology, and biomechanical principles to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, instrumentation, medical information systems, and health management and care delivery systems.

### DOT Titles Included in this O\*NET-SOC Code

- Biomedical Engineer

### Sample of Occupations in this SOC Family

[17-2011.00](#) [Aerospace Engineers](#)

[17-2021.00](#) [Agricultural Engineers](#)

**17-2031.00** **Biomedical Engineers**

[17-2041.00](#) [Chemical Engineers](#)

[17-2051.00](#) [Civil Engineers](#)

[17-2061.00](#) [Computer Hardware Engineers](#)

[17-2071.00](#) [Electrical Engineers](#)

[17-2072.00](#) [Electronics Engineers, Except Computer](#)

[17-2081.00](#) [Environmental Engineers](#)

### Tasks

- Adapt or design computer hardware or software for medical science uses.
- Advise and assist in the application of instrumentation in clinical environments.
- Advise hospital administrators on the planning, acquisition, and use of medical equipment.
- Analyze new medical procedures to forecast likely outcomes.
- Conduct research, along with life scientists, chemists, and medical scientists, on the engineering aspects of the biological systems of humans and animals.
- Design and deliver technology to assist people with disabilities.
- Design and develop medical diagnostic and clinical instrumentation, equipment, and procedures, using the principles of engineering and biobehavioral sciences.
- Develop models or computer simulations of human biobehavioral systems to obtain data for measuring or controlling life processes.
- Develop new applications for energy sources, such as using nuclear power for biomedical implants.
- Diagnose and interpret bioelectric data, using signal processing techniques.
- Evaluate the safety, efficiency, and effectiveness of biomedical equipment.
- Install, adjust, maintain, and/or repair biomedical equipment.
- Research new materials to be used for products, such as implanted artificial organs.
- Teach biomedical engineering or disseminate knowledge about field through writing or consulting.

### Detailed Work Activities

- advise clients or customers
- advise clients regarding engineering problems
- analyze engineering design problems
- analyze engineering test data
- analyze project proposal to determine feasibility, cost, or time

- analyze scientific research data or investigative findings
- analyze technical data, designs, or preliminary specifications
- analyze test data
- calculate engineering specifications
- collect scientific or technical data
- communicate technical information
- compile numerical or statistical data
- confer with engineering, technical or manufacturing personnel
- confer with research personnel
- confer with scientists
- coordinate engineering project activities
- create mathematical or statistical diagrams or charts
- delegate authority for engineering activities
- design electro-mechanical equipment
- design electronic equipment
- design engineered systems
- develop or maintain databases
- develop plans for programs or projects
- develop policies, procedures, methods, or standards
- develop tables depicting data
- direct and coordinate activities of workers or staff
- direct and coordinate scientific research or investigative studies
- draw prototypes, plans, or maps to scale
- estimate time needed for project
- evaluate costs of engineering projects
- evaluate engineering data
- evaluate manufacturing or processing systems
- evaluate product design
- examine engineering documents for completeness or accuracy
- explain complex mathematical information
- inspect facilities or equipment for regulatory compliance
- plan scientific research or investigative studies



## Loan Interviewers and Clerks - 43-4131.00

**Sample 2**

**Plan A**

### O\*NET-SOC Description

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

### DOT Titles Included in this O\*NET-SOC Code

- Credit Clerk
- Disbursement Clerk
- Loan Interviewer, Mortgage
- Mortgage Clerk
- Mortgage Loan Closer
- Mortgage Loan Processor
- Mortgage-Closing Clerk

### Sample of Occupations in this SOC Family

[43-4111.00](#) [Interviewers, Except Eligibility and Loan](#)

[43-4121.00](#) [Library Assistants, Clerical](#)

**43-4131.00** **Loan Interviewers and Clerks**

[43-4141.00](#) [New Accounts Clerks](#)

[43-4151.00](#) [Order Clerks](#)

[43-4161.00](#) [Human Resources Assistants, Except Payroll and Timekeeping](#)

[43-4171.00](#) [Receptionists and Information Clerks](#)

[43-4181.00](#) [Reservation and Transportation Ticket Agents and](#)

### Tasks

- Accept payment on accounts.
- Answer questions and advise customers regarding loans and transactions.
- Assemble and compile documents for loan closings, such as title abstracts, insurance forms, loan forms, and tax receipts.
- Calculate, review, and correct errors on interest, principal, payment, and closing costs, using computers or calculators.
- Check value of customer collateral to be held as loan security.
- Contact credit bureaus, employers, and other sources in order to check applicants' credit and personal references.
- Contact customers by mail, telephone, or in person concerning acceptance or rejection of applications.
- Establish credit limits and grant extensions of credit on overdue accounts.
- File and maintain loan records.
- Interview loan applicants in order to obtain personal and financial data, and to assist in completing applications.
- Order property insurance or mortgage insurance policies in order to ensure protection against loss on mortgaged property.
- Prepare and type loan applications, closing documents, legal documents, letters, forms, government notices, and checks, using computers.
- Present loan and repayment schedules to customers.
- Record applications for loan and credit, loan information, and disbursements of funds, using computers.
- Review customer accounts in order to determine whether payments are made on time and that other loan terms are being followed.
- Schedule and conduct closings of mortgage transactions.
- Submit loan applications with recommendation for underwriting approval.
- Verify and examine information and accuracy of loan application and closing documents.

### Detailed Work Activities

- advise clients or customers
- collect deposit or payment

## Travel Clerks

43-4199.99 Information and Record Clerks, All Other

### **Related Occupations**

Tax Preparers 13-2082.00

Billing, Cost, and Rate Clerks 43-3021.02

Bookkeeping, Accounting, and Auditing Clerks 43-3031.00

Tellers 43-3071.00

New Accounts Clerks 43-4141.00

Order Clerks 43-4151.00

Insurance Claims Clerks 43-9041.01

Office Clerks, General 43-9061.00

- compile data for financial reports
- complete information on loan forms
- compute financial data
- compute property equity
- compute taxes
- ensure correct grammar, punctuation, or spelling
- evaluate customer records
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- gather relevant financial data
- interview customers
- maintain account records
- maintain records, reports, or files
- obtain information from individuals
- prepare contract documents
- prepare reports
- provide customer service
- review loan applications
- schedule meetings or appointments
- understand property documents
- use computers to enter, access or retrieve data
- use interviewing procedures
- use oral or written communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- verify bank or financial transactions
- verify information for credit investigations



## Office Clerks, General - 43-9061.00

Sample 2

Plan B

### O\*NET-SOC Description

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

### DOT Titles Included in this O\*NET-SOC Code

- Administrative Clerk
- Admissions Evaluator
- Animal-Hospital Clerk
- Animal-Shelter Clerk
- Attendance Clerk
- Auction Assistant
- Blood-Donor-Unit Assistant
- Career-Guidance Technician
- Charter
- Circulation Clerk
- Clerk, General
- Clerk, Telegraph Service
- Congressional-District Aide
- Contract Clerk, Automobile
- Control Clerk, Auditing
- Credit Card Control Clerk
- Election Clerk
- Examination Proctor
- Fingerprint Clerk I
- Floor-Space Allocator
- Grading Clerk
- Greige-Goods Marker
- History-Card Clerk
- Identification Clerk
- Media Clerk
- Order Caller
- Police Aide
- Police Clerk
- Prize Coordinator
- Real-Estate Clerk

### Tasks

- Answer telephones, direct calls, and take messages.
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Complete work schedules, manage calendars, and arrange
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes.
- Process and prepare documents, such as business or government forms and expense reports.
- Review files, records, and other documents to obtain information to respond to requests.
- Train other staff members to perform work activities, such as using computer applications.
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.

### Detailed Work Activities

- answer calls using switchboard
- answer customer or public inquiries
- arrange teleconference calls
- assist with business or managerial research
- calculate monetary exchange
- carry messages or packages
- classify information according to content or purpose
- collate printed materials
- compile data for financial reports

- Reinsurance Clerk
- Sorter
- Stubber
- Test Technician
- Throw-Out Clerk
- Traffic Clerk
- Trip Follower
- Underwriting Clerk
- Unit Clerk
- Weather Clerk

### **Sample of Occupations in this SOC Family**

[43-9011.00](#) [Computer Operators](#)

[43-9021.00](#) [Data Entry Keyers](#)

[43-9022.00](#) [Word Processors and Typists](#)

[43-9031.00](#) [Desktop Publishers](#)

[43-9041.00](#) [Insurance Claims and Policy Processing Clerks](#)

[43-9041.01](#) [Insurance Claims Clerks](#)

[43-9041.02](#) [Insurance Policy Processing Clerks](#)

[43-9051.00](#) [Mail Clerks and Mail Machine Operators, Except Postal Service](#)

**43-9061.00 Office Clerks, General**

[43-9071.00](#) [Office Machine Operators, Except Computer](#)

[43-9081.00](#) [Proofreaders and Copy Markers](#)

### **Related Occupations**

[Statement Clerks](#) [43-3021.01](#)

[Billing, Cost, and Rate Clerks](#) [43-3021.02](#)

- compile itinerary of planned meetings or activities
- complete patient insurance forms
- compute financial data
- date stamp messages, mail, or other information
- develop travel itinerary
- distribute correspondence or mail
- ensure correct grammar, punctuation, or spelling
- enter time sheet information
- examine documents for completeness, accuracy, or conformance to standards
- fill out purchase requisitions
- greet customers, guests, visitors, or passengers
- index information resources
- maintain account records
- maintain appointment calendar
- maintain inventory of office equipment or furniture
- maintain inventory of office forms
- maintain telephone logs
- maintain travel expense accounts
- manage inventories or supplies
- measure, weigh, or count products or materials
- obtain information from individuals
- operate business machines
- operate calculating devices
- operate duplicating equipment
- organize legal information or records
- perform office equipment maintenance not requiring service call
- prepare bank deposits
- prepare meeting agenda
- prepare or maintain employee records
- prepare tax reports
- prepare travel vouchers
- process account invoices
- process invoices
- process medical records
- process payroll documents, records, or checks
- proofread printed or written material
- provide customer service
- receive or disburse cash related to payments received
- resolve customer or public complaints
- route multi-line telephone calls
- schedule employee work hours
- schedule meetings or appointments
- select software for clerical activities
- sell products or services
- sort books, publications, or other items

[Procurement Clerks](#) [43-3061.00](#)

[Loan Interviewers and Clerks](#) [43-4131.00](#)

[Receptionists and Information Clerks](#) [43-4171.00](#)

[Secretaries, Except Legal, Medical, and Executive](#) [43-6014.00](#)

[Word Processors and Typists](#) [43-9022.00](#)

[Insurance Claims Clerks](#) [43-9041.01](#)

- sort mail letters or packages
- take dictation
- take messages
- transcribe spoken or written information
- type document from machine transcription
- type letters or correspondence
- use computers to enter, access or retrieve data
- use library or online Internet research techniques
- use oral or written communication techniques
- use relational database software
- use spreadsheet software
- use telephone communication techniques
- use word processing or desktop publishing software
- write business correspondence