

C. Clerical workers

This group comprises individuals engaged in the work of general administration, documents, personnel, surveys, planning, accounting and other work, administrative work related to production, sales, outside duty, transport and communications, and the operation of office appliances, generally under the supervision of individuals with professional competence at section manager level (including posts equivalent to section manager) or higher.

However, individuals with professional competence at section manager level (including posts equivalent to section manager) are classified under Major Group A [Administrative and managerial workers].

25 General clerical workers

This group comprises individuals engaged in the work such as general administration, documents, personnel, employee welfare, planning, surveys, public relations, legal work, and educational training. Individuals engaged in secretarial, reception (including telephone reception), and other clerical work (including those related to Minor Groups 26-31) are also included.

251 General affairs workers

This group comprises individuals engaged in the work such as general administration, documents, corporate shares, general shareholders' meeting

252 Human affairs workers

This group comprises individuals engaged in the work related to human affairs such as recruiting, education, compensation, welfare, labor, etc.

253 Planning clerical workers

This group comprises individuals engaged in the work such as planning and proposals, drawing up operational plans, and market researches.

254 Reception and guidance clerical workers

This group comprises individuals engaged in the work such as receiving, welcoming and giving guidance to visitors.

However, individuals engaged in the work of offering food and drink or entertaining visitors are classified under Major Group E [Service workers].

255 Secretaries

This group comprises individuals engaged in the work of supporting Diet members, company presidents, directors and other highly specialized or management-level professionals in external and internal communications, preparation of documents, schedule adjustment and other daily operations.

256 Telephone receptionists

This group comprises individuals engaged in the work such as making, receiving and relaying telephone calls and work of responding to complaints or inquiries and obtaining appointments, etc. by telephone.

257 Comprehensive clerical workers

This group comprises individuals engaged in various clerical work related to the entire work corresponding to Major Group C [Clerical workers] without limiting the contents of work to be performed.

However, even if an individual is engaged in multiple types of work, when the contents of such work are limited, the person is classified under a Unit Group other than [General clerical workers] in accordance with the contents of work to be performed.

259 Other general clerical workers

This group comprises individuals engaged in general clerical work such as public relations and legal work not included in Unit Groups [251-257].

26 Accountancy clerks

This group comprises individuals engaged in disbursing and receiving cash, checks and bills, making entries in accounts books, purchasing and managing goods, calculating cost price and other accountancy work.

However, individuals engaged in the auditing, certification and adjustment of financial documents, surveys, proposals and counseling related to financial affairs, and other specialized operations related to accountancy are classified under Unit Group [181].

261 Cash disbursement and receipt clerks

This group comprises individuals engaged in the work such as disbursing and receiving cash, checks and bills, and making entries of such disbursements and receipts in cash books.

However, individuals engaged only in the work of making entries in cash books are classified under Unit Group [263].

In addition, individuals engaged in the work of sales and settling payment for products at cash register counters are classified under Unit Group [323].

262 Deposit counter clerks

This group comprises individuals engaged in the work of disbursing and receiving cash, checks, foreign exchange, money transfers and others at cash windows.

263 Accountants business clerks

This group comprises individuals engaged in clerical work such as issuance of journal slips, preparation of various books, preparation and management of trial balance sheets, accounting procedures of monthly, annual and other settlements, etc.

269 Other accountancy clerks

This group comprises individuals engaged in accountancy work not included in Unit Groups [261-263].

27 Production-related clerical workers

This group comprises individuals engaged in clerical work at production sites and clerical work related to incoming and outgoing shipments of materiel, products and others.

271 Production sites clerical workers

This group comprises individuals engaged in clerical work such as production and process management and records in production sites.

272 Incoming and outgoing shipment clerks

This group comprises individuals engaged in clerical work related to incoming and outgoing shipments of materiel, products and others.

28 Sales clerks

This group comprises individuals engaged in clerical work related to sales in line with management policy, etc.

However, individuals directly engaged in selling merchandise and individuals who carry out sales activities are classified under Major Group D [Sales workers].

281 Sales clerks

This group comprises individuals engaged in clerical work related to sales such as management of sales slips and preparation of customers' lists.

289 Other sales clerical workers

This group comprises individuals engaged in clerical work related to sales not included in Unit Group [281].

29 Outdoor service workers

This group comprises individuals engaged in the work of collecting money for television licenses, electricity, gas, water supply, newspaper delivery, and other charges or premiums, entry request and collection of questionnaires, reading electricity, gas, water supply and other meters, or other outside duties.

291 Money collectors

This group comprises individuals engaged in the work of collecting money for television licenses, electricity, gas, water supply, newspapers delivery, monthly purchase installments and other charges, or purchase payments, and other premiums.

292 Investigators

This group comprises individuals engaged in the work of visiting potential clients to request to fill out and collect questionnaires for statistic surveys, public opinion researches, commercial researches, etc.

299 Other outdoor service workers

This group comprises individuals engaged in the work of going from house to house to read electricity, gas, water supply and other meters, and outdoor service work not classified elsewhere.

30 Transport and post clerical workers

This group comprises individuals engaged in clerical work related to procedures for issuing tickets, inspecting tickets, accepting and transferring small baggage and goods in conveyance and transportation facilities, and clerical work related to mail in post offices.

301 Passenger / freight clerical workers

This group comprises individuals engaged in clerical work such as procedures for issuing tickets, inspecting tickets, accepting and transferring small baggage and goods in stations, vehicle arrival and departure points, wharves, airports, baggage handling centers and other conveyance facilities.

302 Transportation management clerical workers

This group comprises individuals engaged in clerical work related to the management of vehicles, ships, aircraft, automobiles and others, the creation of driving or operational plans, driving orders, allocation of vehicles or vessels, etc.

303 Post clerical workers

This group comprises individuals engaged in the work of accepting and processing items of mail, selling stamps, postcards, revenue stamps and others in post offices, etc.

31 Office appliance operators

This group comprises individuals engaged in the work such as the operation of personal computers, computers (except personal computers), photocopiers and other office appliances.

311 Personal computer operators

This group comprises individuals engaged in the work of preparing formulaic documents, tables, etc. exclusively by operating personal computers.

312 Data entry device operators

This group comprises individuals engaged in the work of inputting data into computers (including inspection of recorded contents).

313 Computer operators (except personal computer)

This group comprises individuals engaged in the work of operating computers (except personal computers) or appliances that function through online connection with the same.

319 Other office appliance operators

Of the various office appliances, this group comprises individuals engaged in the work of operating desktop computers, photocopiers and other office appliances.