



# CAREER PATH Industrial & Engineering Technology

CAREER CLUSTER  
Transportation, Distribution & Logistics

CAREER PATHWAY  
Warehousing and Distribution Center Operations



## SHIPPING, RECEIVING, AND TRAFFIC CLERK

Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

### Knowledge and Skills Needed

In addition to courses required for high school graduation, essential skills and knowledge needed for a career as a shipping, receiving, and traffic clerk are reinforced by taking rigorous and relevant courses, as well as participating in work-based experiences and student organization activities.

(See the Sample Personal Plan of Study for suggested coursework, activities, and knowledge and skills to pursue in preparation of an occupation in this Career Cluster.)

### Education Requirements

Occupation	Percent of Missouri employees aged 25 to 44 in the occupation whose highest level of educational attainment is:		
	High School or Less	Some College	Bachelor Degree or More
Shipping, receiving, and traffic clerks	64.3%	29.6%	6.1%
Material recording, scheduling, dispatching, and distributing workers	47.0%	40.9%	12.1%
Office and administrative support	36.2%	44.1%	19.7%

Most Common Educational Level: Short-term on-the-job training

Note: Be sure to learn whether your occupation has a specific requirement for education or licensing. Apprenticeships are available for more than 240 occupations. Visit [www.oa.doleta.gov/bat.cfm](http://www.oa.doleta.gov/bat.cfm)

### National and State Wage Information

Location	Pay Period	2006		
		Entry*	Median	Experienced**
United States	Hourly	\$9.94	\$12.53	\$15.79
	Yearly	\$20,700	\$26,100	\$32,800
Missouri	Hourly	\$9.63	\$11.92	\$14.96
	Yearly	\$20,000	\$24,800	\$31,100

Based on (\*) lower 25% and (\*\*) upper 25% percentile of wages

### National and State Employment Trends

Shipping, Receiving, and Traffic Clerk	Employment		Percent Change	Job Openings*
	2006	2016		
United States	769,000	797,300	+ 4%	21,260
Missouri	15,370	15,580	+ 1%	340

\*The estimate for Job Openings includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created.

### Educational Opportunities

Note: This list may not be all inclusive. For more information about Missouri schools and programs, visit [www.dhe.mo.gov](http://www.dhe.mo.gov)

#### Cape Girardeau Career/Tech Center

Cape Girardeau, MO  
(573) 431-4593  
[www.cape.k12.mo.us/cc/default.htm](http://www.cape.k12.mo.us/cc/default.htm)

#### Clinton Technical School

Clinton, MO  
(660) 885-6101  
[www.clinton.k12.mo.us](http://www.clinton.k12.mo.us)

#### Franklin Technology - MSSU

Joplin, MO  
(417) 659-4400  
[www.ftcjoplin.com](http://www.ftcjoplin.com)

#### Grand River Technical School

Chillicothe, MO  
(660) 646-3414  
[www.grts.org](http://www.grts.org)

#### Hillyard Technical Center

Saint Joseph, MO  
(816) 671-4170  
[www.hillyardtech.com](http://www.hillyardtech.com)

#### Lex La-Ray Technical Center

Lexington, MO  
(660) 259-2264  
[www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)

#### Moberly Area Community College

Moberly, MO  
(660) 263-4110  
[www.macc.edu](http://www.macc.edu)

#### Pike-Lincoln Technical Center

Eola, MO  
(573) 485-2900  
[www.pltc.k12.mo.us](http://www.pltc.k12.mo.us)

(more-over)

**Saline County Career Center**  
Marshall, MO  
(660) 886-6958  
[www.marshallschools.com/sccc](http://www.marshallschools.com/sccc)

**Sikeston Career and Technology Center**  
Sikeston, MO  
(573) 472-2581  
[www.sikeston.k12.mo.us](http://www.sikeston.k12.mo.us)



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