

## Title Examiners, Abstractors, and Searchers

This information is designed for Title Examiners affected by the decline in the mortgage industry in Southern California. It identifies and describes the current occupation, and profiles six related occupations that share many of the same skill requirements.

These profiles can be used to help:

- Prepare for job interviews and resume writing
- Help make training decisions
- Explore new career options in occupations that require many of the same skills

Each Occupation Profile contains the following information:

- Profile of current occupation, with local labor market information, tasks, and skills information.
- Profiles of the most closely-related occupations, based on the U.S. Department of Labor's *Occupational Information Network (O\*NET)*.

Each information packet is designed to answer questions like “how much can I expect to earn on this job?” and “what’s the outlook for this type of work in the next ten years?” Statewide and Southern California counties are listed with outlook, wage, and training information. To view the outlook in other counties, go to the LaborMarketInfo Web site at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) and select the Data Library tab. Under “Data by Occupation,” select the metropolitan statistical area (MSA) of your choice to view the outlook for a selected occupation.

Labor Market Information Division  
Workforce Service Branch  
Employment Development Department



## **Title Examiners, Abstractors, and Searchers, continued**

### **Description**

Search real estate records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.

### **Important Tasks**

- Prepare lists of all legal instruments applying to a specific piece of land and the buildings on it.
- Examine documentation such as mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements in order to verify factors such as properties' legal descriptions, ownership, or restrictions.
- Read search requests in order to ascertain types of title evidence required and to obtain descriptions of properties and names of involved parties.
- Copy or summarize recorded documents, such as mortgages, trust deeds, and contracts that affect property titles.
- Examine individual titles in order to determine if restrictions, such as delinquent taxes, will affect titles and limit property use.

### **2007 Average Wages\***

	<b>Hourly</b>	<b>Annual</b>
<b>California</b>	\$30.40	\$63,236
<b>Los Angeles-Long Beach</b>	\$28.05	\$58,342
<b>Santa Ana-Anaheim-Irvine</b>	\$29.53	\$61,408
<b>Riverside-San Bernardino-Ontario</b>	\$29.42	\$61,202
<b>San Diego-Carlsbad-San Marcos</b>	\$41.05	\$85,381
<b>Oxnard-Thousand Oaks-Ventura</b>	\$29.55	\$61,460

Source: EDD/LMID Occupational Employment Statistics Survey, 2007

\* Wages reported do not represent self-employed earnings.

### **Education and Training Requirements**

**Typical Education Level Required:** Moderate-term on-the-job-training. Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.

**Title Examiners, continued**

**Important Knowledge, Skills, Abilities, and Work Activities**

<b>Knowledge</b>	<b>Description</b>
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
<b>Skill</b>	<b>Description</b>
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Writing	Communicating effectively in writing as appropriate for the needs of the audience.
<b>Ability</b>	<b>Description</b>
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Near Vision	The ability to see details at close range (within a few feet of the observer).
Written Expression	The ability to communicate information and ideas in writing so others will understand.
<b>Work Activity</b>	<b>Description</b>
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

## **Related Occupation: Purchasing Agents (except Wholesale, Retail, and Farm Products)**

### **Description**

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.

### **Important Tasks**

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Monitor and follow applicable laws and regulations.

### **2007 Average Wages\***

	<b>Hourly</b>	<b>Annual</b>
<b>California</b>	\$28.52	\$59,316
<b>Los Angeles-Long Beach</b>	\$28.03	\$58,292
<b>Santa Ana-Anaheim-Irvine</b>	\$28.01	\$58,251
<b>Riverside-San Bernardino-Ontario</b>	\$24.65	\$51,274
<b>San Diego-Carlsbad-San Marcos</b>	\$28.86	\$60,013
<b>Oxnard-Thousand Oaks-Ventura</b>	\$28.56	\$59,419

Source: EDD/LMID Occupational Employment Statistics Survey, 2007

\* Wages reported do not represent self-employed earnings.

### **Projections of Employment**

	<b>Est. # of Workers (2004 – 2014)</b>		<b>Numeric Change</b>	<b>Percent Change</b>	<b>Average Annual Openings</b>
<b>California</b>	32,500	36,500	4,000	12.3%	1,210
<b>Los Angeles-Long Beach</b>	8,850	9,030	180	2%	238
<b>Santa Ana-Anaheim-Irvine</b>	4,190	4,770	580	13.8%	162
<b>Riverside-San Bernardino-Ontario</b>	2,210	2,680	470	21.3%	102
<b>San Diego-Carlsbad-San Marcos</b>	3,290	3,610	320	9.7%	114
<b>Oxnard-Thousand Oaks-Ventura</b>	1,020	1,090	70	6.9%	32

Source: EDD/LMID Projections of Employment by Occupation

### **Education and Training Requirements**

**Typical Education Level Required:** Bachelor's degree. Occupations that require the completion of at least four but not more than five years of full-time academic study beyond high school resulting in a Bachelor's degree.

**Certifications:** Link to America's Career InfoNet's Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "purchasing agents" to find certification programs related to this occupation.

**Purchasing Agents, continued**

**Top Industries that Employ this Occupation**

Industry Title	Number of Employers in California	Percent of Total Employment for Occupation in California
Electronic Instrument Manufacturing	906	7.8%
Aerospace Product & Parts Manufacturing	298	5.4%
Management of Companies and Enterprises	530	4.3%
Semiconductor and Electronic Components	2,011	3.5%
Computers and Peripheral Equipment	491	2.3%

**Important Knowledge, Skills, Abilities, and Work Activities**

Knowledge	Description
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
Skill	Description
Speaking	Talking to others to convey information effectively.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Ability	Description
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Work Activity	Description
Interacting with Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

## Related Occupation: Court, Municipal, and License Clerks

### Description

Perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; record data, administer tests, or collect fees.

### Important Tasks

- Prepare dockets or calendars of cases to be called, using typewriters or computers.
- Record case dispositions, court orders, and arrangements made for payment of court fees.
- Participate in the administration of municipal elections, including preparation and distribution of ballots, appointment and training of election officers, and tabulation and certification of results.
- Record and edit the minutes of meetings, then distribute them to appropriate officials and staff members.
- Evaluate information on applications to verify completeness and accuracy and to determine whether applicants are qualified to obtain desired licenses.

### 2007 Average Wages\*

	Hourly	Annual
California	\$21.25	\$44,200
Los Angeles-Long Beach	N/A	N/A
Santa Ana-Anaheim-Irvine	\$21.36**	\$44,428**
Riverside-San Bernardino-Ontario	N/A	N/A
San Diego-Carlsbad-San Marcos	\$18.95	\$39,421
Oxnard-Thousand Oaks-Ventura	N/A	N/A

Source: EDD/LMID Occupational Employment Statistics Survey (OES), 2007

\* Wages reported do not represent self-employed earnings. \*\* EDD/LMID OES Survey, 2006.

### Projections of Employment

	Est. # of Workers (2004 – 2014)		Numeric Change	Percent Change	Average Annual Openings
California	4,300	5,200	900	20.9%	190
Los Angeles-Long Beach	1,680	1,820	140	8.3%	51
Santa Ana-Anaheim-Irvine	110	130	20	18.2%	4
Riverside-San Bernardino-Ontario	N/A	N/A	N/A	N/A	N/A
San Diego-Carlsbad-San Marcos	210	250	40	19.0%	9
Oxnard-Thousand Oaks-Ventura	N/A	N/A	N/A	N/A	N/A

Source: EDD/LMID Projections of Employment by Occupation

### Education and Training Requirements

**Typical Education Level:** Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

**Certifications:** Link to America’s Career InfoNet’s Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords “court” to find certification programs related to this occupation.

**Court, Municipal, and License Clerks, continued**

**Top Industries that Employ this Occupation**

Industry Title	Number of Employers in California	Percent of Total Employment for Occupation in California
Local Government	N/A	89.5%
State Government	N/A	2.5%

**Important Knowledge, Skills, Abilities, and Work Activities**

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
Skill	Description
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Speaking	Talking to others to convey information effectively.
Ability	Description
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Work Activity	Description
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

## **Related Occupation: Medical Records and Health Information Technicians**

### **Description**

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

### **Important Tasks**

- Protect the security of medical records to ensure that confidentiality is maintained.
- Process patient admission and discharge documents.
- Review records for completeness, accuracy and compliance with regulations.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.

### **2007 Average Wages\***

	<b>Hourly</b>	<b>Annual</b>
<b>California</b>	\$16.97	\$35,309
<b>Los Angeles-Long Beach</b>	\$16.37	\$34,049
<b>Santa Ana-Anaheim-Irvine</b>	\$19.70	\$40,977
<b>Riverside-San Bernardino-Ontario</b>	\$15.89	\$33,037
<b>San Diego-Carlsbad-San Marcos</b>	\$15.37	\$31,974
<b>Oxnard-Thousand Oaks-Ventura</b>	\$16.79	\$34,927

Source: EDD/LMID Occupational Employment Statistics Survey, 2007

\* Wages reported do not represent self-employed earnings.

### **Projections of Employment**

	<b>Est. # of Workers (2004 – 2014)</b>		<b>Numeric Change</b>	<b>Percent Change</b>	<b>Average Annual Openings</b>
<b>California</b>	13,900	17,500	3,600	25.9%	560
<b>Los Angeles-Long Beach</b>	4,300	5,520	1,220	28.4%	184
<b>Santa Ana-Anaheim-Irvine</b>	970	1,210	240	24.7%	38
<b>Riverside-San Bernardino-Ontario</b>	1,110	1,420	310	27.9%	47
<b>San Diego-Carlsbad-San Marcos</b>	1,320	1,610	290	22.0%	48
<b>Oxnard-Thousand Oaks-Ventura</b>	160	200	40	25.0%	6

Source: EDD/LMID Projections of Employment by Occupation

### **Education and Training Requirements**

**Typical Education Level:** Associate degree. Occupations that require the completion of at least two years of full-time academic study beyond high school.

**Certifications:** Link to America's Career InfoNet's Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "medical," "records," or "health" to find certification programs related to this occupation.

**Medical Records and Health Information Technicians, continued**

**Top Industries that Employ this Occupation**

Industry Title	Number of Employers in California	Percent of Total Employment for Occupation in California
General Medical and Surgical Hospitals	1,388	29.9%
Offices of Physicians	36,505	28.1%
Nursing Care Facilities	2,055	9.8%
Outpatient Care Centers	4,033	5.0%
Home Health Care Services	2,603	4.0%

**Important Knowledge, Skills, Abilities, and Work Activities**

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Skill	Description
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Time Management	Managing one's own time and the time of others.
Ability	Description
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Work Activity	Description
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Interacting With Computers	Using computers and computer systems (incl. hardware and software) to program, write software, set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

## Related Occupation: Claims Examiners, Property and Casualty Insurance

### Description

Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.

### Important Tasks

- Investigate, evaluate and settle claims, applying technical knowledge and human relations skills to effect fair and prompt disposal of cases and to contribute to a reduced loss ratio.
- Pay and process claims within designated authority level.
- Adjust reserves or provide reserve recommendations to ensure that reserve activities are consistent with corporate policies.
- Enter claim payments, reserves and new claims on computer system, inputting concise yet sufficient file documentation.
- Resolve complex, severe exposure claims, using high service oriented file handling.

### 2007 Average Wages\*

	Hourly	Annual
California	\$28.00	\$58,241
Los Angeles-Long Beach	\$27.56	\$57,329
Santa Ana-Anaheim-Irvine	\$27.18	\$56,520
Riverside-San Bernardino-Ontario	\$27.99	\$58,220
San Diego-Carlsbad-San Marcos	\$27.92	\$58,056
Oxnard-Thousand Oaks-Ventura	\$26.47	\$55,075

Source: EDD/LMID Occupational Employment Statistics Survey, 2007

\* Wages reported do not represent self-employed earnings.

### Projections of Employment

	Est. # of Workers (2004 – 2014)		Numeric Change	Percent Change	Average Annual Openings
California	28,600	33,800	5,200	18.2%	870
Los Angeles-Long Beach	6,320	6,730	410	6.5%	119
Santa Ana-Anaheim-Irvine	5,440	6,710	1,270	23.3%	194
Riverside-San Bernardino-Ontario	1,220	1,460	240	19.7%	39
San Diego-Carlsbad-San Marcos	1,720	1,980	260	15.1%	47
Oxnard-Thousand Oaks-Ventura	340	400	60	17.6%	10

Source: EDD/LMID Projections of Employment by Occupation

### Education and Training Requirements

**Typical Education Level:** Long-term on-the-job-training. Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.

**Certifications:** Link to America's Career InfoNet's Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keyword "claims" to find certification programs related to this occupation.

**Claims Examiners, continued**

**Top Industries that Employ this Occupation**

Industry Title	Number of Employers in California	Percent of Total Employment for Occupation in California
Insurance Carriers	3,625	48.2%
Insurance Agencies, Brokerages & Support	27,118	25.4%
Public Administration	25,609	6.9%
Management of Companies and Enterprises	530	5.0%
Office Administrative Services	1,578	2.4%

**Important Knowledge, Skills, Abilities, and Work Activities**

Knowledge	Description
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic process.
Skill	Description
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Ability	Description
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Work Activity	Description
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Communicating with Persons Outside Organization	Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

## **Related Occupation: Legal Secretaries**

### **Description**

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

### **Important Tasks**

- Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Receive and place telephone calls.
- Schedule and make appointments.
- Make photocopies of correspondence, documents, and other printed matter.

### **2007 Average Wages\***

	<b>Hourly</b>	<b>Annual</b>
<b>California</b>	\$23.53	\$48,938
<b>Los Angeles-Long Beach</b>	\$23.89	\$49,696
<b>Santa Ana-Anaheim-Irvine</b>	\$21.88	\$45,523
<b>Riverside-San Bernardino-Ontario</b>	\$19.25	\$40,036
<b>San Diego-Carlsbad-San Marcos</b>	\$23.71	\$49,327
<b>Oxnard-Thousand Oaks-Ventura</b>	\$23.12	\$48,076

Source: EDD/LMID Occupational Employment Statistics Survey, 2007

\* Wages reported do not represent self-employed earnings.

### **Projections of Employment**

	<b>Est. # of Workers (2004 – 2014)</b>		<b>Numeric Change</b>	<b>Percent Change</b>	<b>Average Annual Openings</b>
<b>California</b>	35,200	40,800	5,600	15.9%	1,230
<b>Los Angeles-Long Beach</b>	12,570	14,090	1,520	12.1%	393
<b>Santa Ana-Anaheim-Irvine</b>	3,540	4,310	770	21.8%	145
<b>Riverside-San Bernardino-Ontario</b>	1,350	1,730	380	28.1%	64
<b>San Diego-Carlsbad-San Marcos</b>	3,540	4,330	790	22.3%	147
<b>Oxnard-Thousand Oaks-Ventura</b>	390	420	30	7.7%	11

Source: EDD/LMID Projections of Employment by Occupation

### **Education and Training Requirements**

**Typical Education Level:** Post-secondary vocational education. Occupations that require completion of vocational school training.

**Certifications:** Link to America's Career InfoNet's Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keyword "legal" to find certification programs related to this occupation.

**Legal Secretaries, continued**

**Top Industries that Employ this Occupation**

Industry Title	Number of Employers in California	Percent of Total Employment for Occupation in California
Legal Services	49,626	82.5%
Public Administration	25,609	1.8%
Management of Companies and Enterprises	530	1.5%
Insurance Carriers	3,625	1.3%
Employment Services	7,273	0.5%

**Important Knowledge, Skills, Abilities, and Work Activities**

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Skill	Description
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Time Management	Managing one's own time and the time of others.
Ability	Description
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Speech Recognition	The ability to identify and understand the speech of another person.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Work Activity	Description
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.