

# CAREER FACT SHEET

## Betting Clerks

### Snapshot

Betting Clerks take bets from customers at betting agencies, over the telephone and on course

How many are employed in this occupation?	3,900
What are the average weekly earnings for full time workers?	\$892
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Relatively Steady

### Main employing industries

#### Tasks

This occupation may include associated occupations with varying tasks.

- taking bets and debiting credit accounts and bank accounts electronically, and receiving cash
- recording and entering bets electronically and in transaction ledgers
- issuing tickets and preparing summaries of transactions
- monitoring amounts of money placed on race entrants
- checking details and numbers on winning betting tickets against those in betting ledgers and electronic records, and paying out money on winning tickets
- verifying the identity and account balances of betting agency customers
- answering betting inquiries over the telephone, via email and in person
- may work in a call centre<h2>job titles</h2> betting agency counter clerk
- bookmaker's clerk
- telephone betting clerk
- betting clerks

# INDUSTRY OVERVIEW

## Administrative and Support Services

If you like to help others and enjoy working with computers, phones and other office equipment, then the administration, clerical and support services field could suit you. You'd need to be a good communicator and be well organised, cooperative and flexible. Some of the tasks you may be given would be to: respond to internal or external enquiries; set up schedules and office systems; book meeting rooms; take minutes; manage records and basic accounts and maintain databases. Specific duties would depend on the field you are employed in. There are many opportunities in the medical, automotive, business, education and tourism fields, to name just a few. However, most businesses need administrative staff, so the possibilities are almost endless.

### Possible job pathways include

- Call or Contact Centre Workers
- Debt Collectors
- Betting Clerks
- Filing and Registry Clerks
- General Clerks
- Human Resource Professionals
- Other Clerical & Administrative Workers
- Telemarketers



**Administrative and Support Services**

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