

# Top Job Skills by Projected Employment and Openings Bucks Workforce Development Area, 2014-2024

## Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Sell products or services	44,270	17.8%	1,521
Calculate costs of goods or services	40,430	16.0%	1,372
Order materials, supplies, or equipment	43,240	15.3%	1,313
Clean work areas	33,600	13.2%	1,128
Monitor inventories of products or materials	38,170	12.9%	1,106
Greet customers, patrons, or visitors	34,370	12.5%	1,073
Maintain records of sales or other business transactions	30,500	11.9%	1,021
Answer customer questions about goods or services	29,230	11.4%	975
Explain technical product or service information to customers	27,130	10.8%	922
Serve food or beverages	20,570	10.7%	916
Cook foods	20,870	10.7%	912
Clean food preparation areas, facilities, or equipment	19,600	10.1%	869
Collect deposits, payments or fees	33,610	9.7%	832
Process sales or other transactions	21,700	9.7%	830
Reconcile records of sales or other financial transactions	23,400	9.5%	811
Record operational or production data	27,780	9.4%	802
Clean food service areas	17,380	9.3%	797
Process customer bills or payments	17,680	9.3%	793
Arrange tables or dining areas	16,350	9.0%	772
Prepare documentation for contracts, transactions, or regulatory compliance	32,760	8.6%	739
Administer basic health care or medical treatments	22,060	8.3%	709
Take customer orders	14,960	8.2%	705
Prepare hot or cold beverages	15,020	8.0%	683
Collect dirty dishes or other tableware	14,550	7.9%	677
Communicate with customers to resolve complaints or ensure satisfaction	14,270	7.7%	661
Provide information to coworkers	24,320	7.7%	660
Prepare sales or other contracts	20,900	7.6%	648
Communicate dining or order details to kitchen personnel	14,000	7.6%	647
Set up merchandise displays	20,520	7.4%	637
Purchase stocks of merchandise or supplies	20,910	7.4%	636
Recommend products or services to customers	20,090	7.3%	627
Advise customers on the use of products or services	19,060	7.2%	620
Estimate costs or terms of sales	18,990	7.2%	613
Arrange delivery of goods or services	19,330	7.1%	605
Explain regulations, policies, or procedures	21,370	7.1%	604
Maintain financial or account records	21,040	7.1%	604
Respond to customer problems or complaints	22,110	6.9%	591
Prepare foods for cooking or serving	13,280	6.9%	591
Clean tableware	14,030	6.8%	586
Stock serving stations or dining areas with food or supplies	12,180	6.7%	572
Execute sales or other financial transactions	26,180	6.7%	571
Schedule appointments	22,510	6.5%	553
Demonstrate products to consumers	16,820	6.4%	550
Compile data or documentation	23,450	6.3%	539
Confer with coworkers to coordinate work activities	20,120	6.3%	538
Gather customer or product information to determine customer needs	16,110	6.3%	537
Arrange food for serving	12,820	6.0%	510
Monitor work areas to provide security	14,970	5.9%	504
Collect biological specimens from patients	14,660	5.6%	476
Supervise employees	16,170	5.3%	458

**Detailed Work Activities** - Types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual openings where employment change was positive between 2014 and 2024

For the entire list of job skills and further job skills information go to the following link:

[www.workstats.dli.pa.gov/Products/ProjectedJobSkills/](http://www.workstats.dli.pa.gov/Products/ProjectedJobSkills/)

**Data Sources:** CWIA Occupational Employment Projections, 2014-2024  
U.S. Department of Labor's Occupational Information Network (O\*NET) Database

## Top Job Skills by Projected Employment and Openings Bucks Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	226,820	75.4%	6,454
Data base user interface and query software	208,880	70.6%	6,044
Personal computers	201,340	66.4%	5,683
Word processing software	200,740	64.0%	5,477
Office suite software	184,750	61.4%	5,260
Desktop computers	184,150	61.3%	5,252
Electronic mail software	154,910	48.8%	4,176
Notebook computers	149,330	46.6%	3,988
Internet browser software	144,330	45.4%	3,890
Presentation software	122,840	37.7%	3,232
Accounting software	113,650	36.9%	3,156
Enterprise resource planning ERP software	106,490	33.9%	2,902
Project management software	101,300	30.3%	2,593
Calendar and scheduling software	94,800	29.9%	2,564
Laser printers	87,360	29.1%	2,492
Personal digital assistant PDAs or organizers	79,040	27.1%	2,321
Point of sale POS software	63,080	27.1%	2,319
Cash registers	60,850	26.7%	2,284
Operating system software	75,250	25.6%	2,190
Medical software	72,580	25.4%	2,177
Scanners	85,100	24.9%	2,134
Photocopiers	77,200	23.9%	2,047
Screwdrivers	73,170	23.6%	2,024
Bar code reader equipment	52,090	22.3%	1,913
Magnetic stripe readers and encoders	48,160	21.3%	1,827
Graphics or photo imaging software	66,870	20.6%	1,761
Laser fax machine	64,860	19.6%	1,680
Adjustable wrenches	59,360	19.4%	1,660
Point of sale POS terminal	42,660	18.8%	1,613
Analytical or scientific software	58,730	18.5%	1,582
Document management software	64,800	18.0%	1,545
Tape measures	51,820	17.8%	1,524
Ladders	53,410	17.6%	1,510
Desktop publishing software	59,030	17.2%	1,473
Forklifts	54,880	17.2%	1,470
Special purpose telephones	56,930	17.1%	1,463
Hammers	46,560	16.5%	1,410
Desktop calculator	46,900	16.2%	1,387
Adjustable widemouth pliers	48,370	15.9%	1,364
Human resources software	50,070	15.8%	1,349
Inventory management software	48,800	15.7%	1,340
Customer relationship management CRM software	53,710	15.1%	1,297
Time accounting software	49,540	14.3%	1,222
Power saws	45,700	14.2%	1,218
Pocket calculator	40,410	13.6%	1,168
Computer aided design CAD software	42,510	13.6%	1,164
Development environment software	38,330	13.5%	1,155
Information retrieval or search software	45,830	13.4%	1,145
Tablet computers	40,650	13.2%	1,129
Power drills	43,680	13.2%	1,128

**Tools & Technologies** - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation. Data are ranked by percent of annual openings where employment change was positive between 2014 and 2024

For the entire list of job skills and further job skills information go to the following link:  
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