

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

## Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Order materials, supplies, or equipment	32,210	15.2%	970
Record operational or production data	30,620	15.0%	959
Calculate costs of goods or services	27,480	14.7%	936
Sell products or services	25,210	13.6%	868
Clean work areas	25,390	13.4%	855
Greet customers, patrons, or visitors	20,840	10.5%	671
Monitor inventories of products or materials	22,800	10.1%	645
Maintain records of sales or other business transactions	17,750	9.5%	608
Load shipments, belongings, or materials	18,470	9.2%	587
Answer customer questions about goods or services	16,870	9.1%	583
Collect deposits, payments or fees	22,630	8.9%	565
Explain technical product or service information to customers	16,150	8.8%	563
Clean food preparation areas, facilities, or equipment	13,400	8.8%	562
Operate cranes, hoists, or other moving or lifting equipment	16,140	8.7%	554
Serve food or beverages	12,940	8.6%	550
Reconcile records of sales or other financial transactions	15,520	8.5%	540
Prepare documentation for contracts, transactions, or regulatory compliance	23,490	8.4%	538
Move materials, equipment, or supplies	14,920	8.3%	532
Process sales or other transactions	13,630	8.2%	521
Cook foods	12,520	8.2%	521
Administer basic health care or medical treatments	15,860	8.1%	516
Secure cargo	15,180	8.1%	514
Mark materials or objects for identification	14,120	7.9%	504
Provide information to coworkers	17,620	7.7%	490
Process customer bills or payments	11,250	7.5%	479
Clean food service areas	10,710	7.4%	474
Clean facilities or work areas	12,840	7.4%	471
Package materials or products	13,630	7.3%	465
Arrange tables or dining areas	10,270	7.3%	464
Review work orders or schedules to determine operations or procedures	13,510	7.3%	463
Connect cables or electrical lines	13,440	7.2%	461
Monitor cargo area conditions	13,430	7.2%	461
Sort materials or objects for processing or transport	12,520	7.2%	459
Set up material handling gear or equipment, such as rigging or temporary structures	12,170	7.0%	447
Operate packing or other material processing equipment	12,110	7.0%	447
Receive information or instructions for performing work assignments	13,210	6.9%	443
Maintain financial or account records	14,950	6.8%	434
Explain regulations, policies, or procedures	14,610	6.5%	413
Communicate with customers to resolve complaints or ensure satisfaction	9,580	6.4%	411
Operate vehicles or material-moving equipment	14,120	6.4%	410
Position material handling equipment	11,020	6.3%	405
Execute sales or other financial transactions	17,970	6.3%	399
Collect biological specimens from patients	11,490	6.2%	395
Take customer orders	8,910	6.2%	395
Respond to customer problems or complaints	14,620	6.1%	388
Collect dirty dishes or other tableware	8,540	6.1%	387
Clean tableware	9,390	6.0%	385
Prepare foods for cooking or serving	9,140	6.0%	382
Prepare hot or cold beverages	8,830	6.0%	382
Compile data or documentation	16,610	5.9%	377

**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 Luzerne-Schuylkill Workforce Development Area, 2014-2024

## Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	169,370	76.5%	4,884
Data base user interface and query software	157,470	72.5%	4,626
Personal computers	153,210	70.1%	4,472
Office suite software	140,690	64.4%	4,107
Word processing software	147,130	64.3%	4,105
Desktop computers	126,470	56.2%	3,587
Electronic mail software	108,850	46.3%	2,954
Notebook computers	105,750	44.2%	2,823
Internet browser software	98,140	40.9%	2,610
Enterprise resource planning ERP software	85,200	37.8%	2,409
Presentation software	83,350	33.9%	2,163
Accounting software	72,080	31.0%	1,976
Laser printers	62,210	28.4%	1,810
Calendar and scheduling software	65,940	28.3%	1,806
Scanners	63,740	25.2%	1,608
Screwdrivers	52,980	24.9%	1,590
Project management software	62,850	24.7%	1,577
Forklifts	53,000	24.6%	1,570
Photocopiers	58,570	24.5%	1,563
Inventory management software	51,900	23.9%	1,528
Medical software	50,950	23.6%	1,508
Personal digital assistant PDAs or organizers	50,920	22.9%	1,464
Operating system software	48,930	22.6%	1,442
Point of sale POS software	39,410	22.1%	1,408
Cash registers	37,730	21.8%	1,392
Bar code reader equipment	35,160	20.2%	1,288
Laser fax machine	47,920	19.0%	1,213
Hoists	38,100	18.9%	1,208
Special purpose telephones	46,260	18.7%	1,196
Power saws	38,990	18.5%	1,179
Analytical or scientific software	44,220	18.4%	1,176
Hand trucks or accessories	36,970	18.4%	1,175
Tape measures	37,510	17.9%	1,141
Computer aided design CAD software	37,470	17.6%	1,125
Magnetic stripe readers and encoders	29,500	17.3%	1,106
Graphics or photo imaging software	42,790	17.2%	1,095
Hammers	33,720	16.9%	1,078
Ladders	36,540	16.9%	1,076
Adjustable wrenches	36,180	16.3%	1,040
Document management software	43,870	15.7%	1,004
Desktop calculator	33,870	15.6%	994
Point of sale POS terminal	25,820	15.1%	962
Jacks	29,390	14.4%	921
Pallet trucks	27,270	13.8%	883
Time accounting software	35,210	13.6%	871
Desktop publishing software	36,610	13.5%	860
Human resources software	33,110	13.5%	859
Dollies	25,360	13.2%	845
Utility knives	27,280	12.9%	823
Scaffolding	26,420	12.7%	813

**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:  
[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