

Top Job Skills by Projected Employment and Openings Pocono Counties Workforce Development Area, 2014-2024

Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Sell products or services	18,250	19.2%	639
Calculate costs of goods or services	16,310	17.4%	579
Order materials, supplies, or equipment	18,030	17.0%	565
Greet customers, patrons, or visitors	15,710	15.5%	515
Clean work areas	14,240	15.1%	504
Clean food preparation areas, facilities, or equipment	10,330	12.8%	425
Monitor inventories of products or materials	13,810	12.6%	419
Maintain records of sales or other business transactions	11,360	12.5%	417
Serve food or beverages	9,840	12.3%	410
Answer customer questions about goods or services	11,060	12.2%	407
Cook foods	9,690	11.9%	395
Reconcile records of sales or other financial transactions	10,680	11.6%	386
Process sales or other transactions	9,710	11.4%	380
Process customer bills or payments	8,850	11.4%	380
Explain technical product or service information to customers	9,840	11.3%	377
Clean food service areas	7,790	10.3%	342
Arrange tables or dining areas	7,260	10.0%	332
Record operational or production data	10,200	9.6%	320
Prepare foods for cooking or serving	7,780	9.5%	317
Take customer orders	6,930	9.5%	317
Communicate with customers to resolve complaints or ensure satisfaction	7,170	9.5%	316
Prepare hot or cold beverages	6,910	8.9%	295
Collect deposits, payments or fees	11,830	8.7%	291
Collect dirty dishes or other tableware	6,120	8.4%	280
Communicate dining or order details to kitchen personnel	5,980	8.4%	278
Stock serving stations or dining areas with food or supplies	5,960	8.2%	273
Set up merchandise displays	7,250	7.4%	247
Purchase stocks of merchandise or supplies	7,280	7.4%	245
Clean tableware	6,090	7.3%	244
Monitor work areas to provide security	7,030	7.2%	241
Prepare documentation for contracts, transactions, or regulatory compliance	11,120	7.1%	238
Present food or beverage information or menus to customers	5,090	7.1%	235
Administer basic health care or medical treatments	7,230	7.0%	234
Maintain financial or account records	7,650	7.0%	233
Gather customer or product information to determine customer needs	6,550	6.9%	230
Prepare sales or other contracts	6,550	6.9%	230
Recommend products or services to customers	6,520	6.8%	227
Provide information to coworkers	8,020	6.7%	224
Arrange delivery of goods or services	6,350	6.7%	222
Estimate costs or terms of sales	6,120	6.6%	219
Advise customers on the use of products or services	5,940	6.5%	216
Arrange food for serving	5,750	6.3%	211
Explain regulations, policies, or procedures	7,620	6.2%	206
Demonstrate products to consumers	5,530	6.2%	206
Review laws or regulations to maintain professional knowledge	5,510	6.2%	205
Schedule dining reservations	4,060	6.1%	203
Assist chefs or caterers with food or drink preparation	5,260	6.0%	199
Compile data or documentation	8,600	5.9%	198
Train sales personnel	5,500	5.9%	198
Enforce rules or regulations	4,550	5.9%	197

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/

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 Pocono Counties Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	81,610	70.0%	2,331
Data base user interface and query software	77,170	67.7%	2,254
Personal computers	74,670	64.1%	2,135
Word processing software	70,840	58.2%	1,936
Desktop computers	66,960	57.6%	1,917
Office suite software	63,120	53.8%	1,790
Electronic mail software	58,280	47.6%	1,583
Internet browser software	53,520	43.4%	1,445
Notebook computers	51,940	40.9%	1,360
Accounting software	38,590	33.0%	1,097
Presentation software	42,050	32.5%	1,081
Cash registers	26,900	30.6%	1,018
Point of sale POS software	27,570	30.2%	1,007
Calendar and scheduling software	33,560	27.5%	914
Enterprise resource planning ERP software	33,080	26.6%	887
Bar code reader equipment	24,260	26.4%	880
Laser printers	30,620	26.4%	878
Project management software	33,490	24.9%	828
Magnetic stripe readers and encoders	22,160	24.8%	826
Personal digital assistant PDAs or organizers	27,340	24.5%	815
Operating system software	26,890	24.4%	813
Point of sale POS terminal	20,650	23.3%	774
Medical software	25,140	23.1%	770
Photocopiers	29,080	22.0%	731
Screwdrivers	24,830	21.4%	713
Scanners	29,090	21.1%	702
Ladders	21,660	19.1%	636
Adjustable wrenches	21,360	18.7%	623
Inventory management software	21,040	17.5%	584
Graphics or photo imaging software	22,240	17.5%	582
Special purpose telephones	22,920	17.5%	581
Tape measures	18,990	17.5%	581
Laser fax machine	23,970	17.3%	577
Adjustable widemouth pliers	18,980	16.7%	556
Desktop calculator	18,310	16.6%	551
Hammers	17,730	16.3%	544
Pocket calculator	16,980	15.5%	517
Forklifts	18,270	15.0%	499
Human resources software	18,460	14.7%	490
Two way radios	18,020	13.9%	462
Analytical or scientific software	18,560	13.8%	460
Desktop publishing software	18,780	13.3%	442
Ticket dispensing machines	11,050	13.0%	432
Touch screen monitors	11,530	12.9%	429
Hand trucks or accessories	14,130	12.9%	428
Commercial use cutlery	10,460	12.8%	426
Belt conveyors	11,340	12.7%	422
Electronic funds transfer point of sale equipment	11,110	12.6%	419
Document management software	18,660	12.2%	405
Time accounting software	17,260	11.9%	397

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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