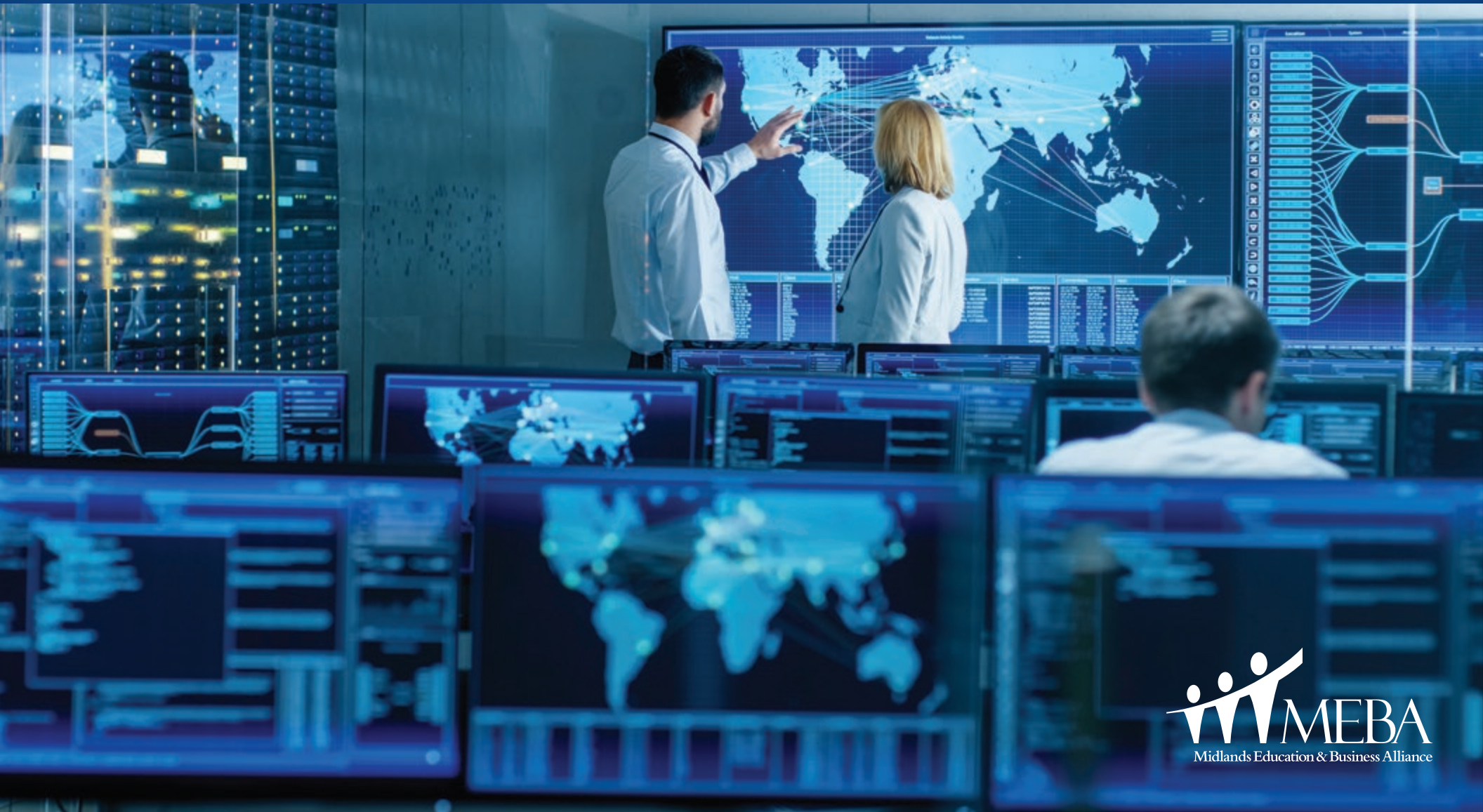


# Be a Part of Government and Public Administration





**GOVERNANCE:** People who work in jobs within the Governance major include the officials elected or appointed to government positions responsible for making and executing public policy, spanning from local to state to national positions.

**IF YOU CHOOSE GOVERNANCE AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:**

- Creating and passing laws that govern our local area, state and nation
- Working with constituents or special interest groups with specific concerns, such as the environment to local traffic to national security
- Creating and working within a coalition of elected officials, agency leaders and developers to aid with economic development
- Lobbying and being a liaison between agencies and legislative bodies

**SAMPLE CAREERS**

**Associate's Degree or Less**  
**Annual Salary Range**  
**\$20,000-\$50,000**

- Council Clerk
- Legislative Assistant
- Scheduling Manager
- Administrative Services Manager

**Bachelor's Degree**  
**Annual Salary Range**  
**\$50,000-\$100,000**

- Hearing Officer
- Congressional Aide
- Legislative Liaison
- Emergency Management Specialist

**Bachelor's Degree + Graduate Degrees and/or Certifications**  
**Annual Salary Range**  
**\$100,000+**

- Member of Congress
- Governor
- Chief of Staff
- Senior Lobbyist

*NOTE: Salary may differ according to industry, county, region and state.*



Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Information Clerks</b>	High School Diploma	<b>\$42,820/year</b> <b>\$20.59/hour</b>	<b>4%</b> (Average)	<ul style="list-style-type: none"> <li>• Maintain records and information</li> <li>• Collect data and information</li> <li>• Respond to customers' questions or concerns</li> <li>• Ensure that co-workers and customers follow proper procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Computer skills</li> <li>• Discretion</li> <li>• Organizational skills</li> <li>• People skills</li> </ul>
<b>Surveying and Mapping Technicians</b>	High School Diploma	<b>\$46,200/year</b> <b>\$22.21/hour</b>	<b>2%</b> (Slower than average)	<ul style="list-style-type: none"> <li>• Operate surveying instruments, such as electronic distance measuring equipment, to collect data on location</li> <li>• Set out stakes and marks to conduct a survey</li> <li>• Produce maps showing boundaries, water locations, elevation and other terrain features</li> <li>• Enter data from surveying instruments into computers</li> </ul>	<ul style="list-style-type: none"> <li>• Decision-making skills</li> <li>• Listening skills</li> <li>• Stamina</li> <li>• Teamwork</li> <li>• Technical skills</li> <li>• Troubleshooting skills</li> <li>• Speaking</li> <li>• Writing</li> </ul>
<b>Interpreters or Translators</b>	Bachelor's Degree	<b>\$52,330/year</b> <b>\$25.16/hour</b>	<b>8%</b> (Faster than average)	<ul style="list-style-type: none"> <li>• Translate concepts from one language to another language</li> <li>• Speak, read and write fluently in at least two languages, including English and one or more others</li> <li>• Relay style and tone of the languages</li> <li>• Render spoken ideas accurately, quickly and clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Business skills</li> <li>• Concentration</li> <li>• Cultural sensitivity</li> <li>• Coordination for sign language</li> <li>• Listening skills</li> <li>• Speaking skills</li> <li>• Writing skills</li> <li>• Time management skills</li> <li>• Speaking</li> <li>• Writing</li> </ul>
<b>Mayor and Other Top Executive Positions</b>	Bachelor's Degree	<b>\$107,680/year</b> <b>\$51.77/hour</b>	<b>4%</b> (Average)	<ul style="list-style-type: none"> <li>• Establish and carry out departmental goals or organizational goals, policies and procedures</li> <li>• Direct and oversee an organization's financial and budgetary activities</li> <li>• Consult with other executives, staff and board members about general operations</li> <li>• Negotiate or approve contracts and agreements</li> <li>• Appoint department heads and managers</li> <li>• Analyze financial statements, sales reports and other performance indicators</li> <li>• Identify places to cut costs and improve performance, policies and programs</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Decision-making skills</li> <li>• Leadership skills</li> <li>• Management skills</li> <li>• Problem-solving skills</li> <li>• Time management skills</li> </ul>



**NATIONAL SECURITY:** Today, more than 1.3 million Americans serve their nation in the Army, Navy, Air Force, Marines, Coast Guard, National Guard and Reserves. Border patrols, airport security officers and other similar jobs also fall under this broad major.

#### IF YOU CHOOSE NATIONAL SECURITY AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Operating navigational equipment on a Navy ship
- Managing procurement for an Army battalion
- Commanding and leading Marines in combat settings
- Patrolling borders and detaining illegal entrants
- Analyzing intelligence gathered by operants

#### SAMPLE CAREERS

##### Associate's Degree or Less Annual Salary Range \$30,000-\$60,000

- Army Sergeant
- Border Patrol Officer
- TSA Checkpoint Officer
- Navy Petty Officer
- General Service Marine

##### Bachelor's Degree Annual Salary Range \$50,000-\$100,000

- Cryptographer
- Army Colonel
- Air Force JAG Attorney
- Cavalry Officer
- Tank Officer

##### Bachelor's Degree + Graduate Degrees and/or Certifications Annual Salary Range \$100,000+

- Admiral
- General
- National Security Consultant
- Combat Diver Officer
- Executive Officer, Special Warfare Team

*NOTE: Salary may differ according to industry, county, region and state.*

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Infantry Soldier</b>	High School Diploma plus Military Training	<b>\$50,877/yearly</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Capture or destroy enemy ground forces and repel enemy attacks</li> <li>• Operate weapons and equipment to engage and destroy enemy ground forces</li> <li>• Participate in basic reconnaissance operations</li> </ul>	<ul style="list-style-type: none"> <li>• Critical thinking skills</li> <li>• Equipment operating skills</li> <li>• Leadership skills</li> <li>• Problem solving skills</li> <li>• Verbal skills</li> </ul>
<b>Armored Assault Vehicle Crew Members</b>	High School Diploma plus Military Training	<b>\$59,251/yearly</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Operate tanks, amphibious assault vehicles and other types of armored assault vehicles to engage and destroy the enemy</li> <li>• Conduct scouting missions and support infantry units during combat</li> <li>• Work as a team to operate armored equipment</li> <li>• Fire weapons to destroy enemy positions</li> </ul>	<ul style="list-style-type: none"> <li>• Critical thinking skills</li> <li>• Equipment operating skills</li> <li>• Leadership skills</li> <li>• Math skills</li> <li>• Problem solving skills</li> <li>• Science skills</li> <li>• Verbal skills</li> </ul>
<b>Aircraft Launch and Recovery Specialists</b>	High School Diploma plus Military Training	<b>\$48,577/yearly</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Operate and maintain catapults, arresting gear and associated mechanical hydraulic and control systems involved primarily in aircraft carrier takeoff and landing operations</li> <li>• Assess readiness and safety of arresting gear</li> <li>• Launch equipment, barricades and visual landing aid systems</li> <li>• Participate in carrier takeoff and landing procedures</li> <li>• Understand technical data and instructions for operation of landing aids</li> </ul>	<ul style="list-style-type: none"> <li>• Critical thinking skills</li> <li>• Equipment operating skills</li> <li>• Leadership skills</li> <li>• Math skills</li> <li>• Problem solving skills</li> <li>• Science skills</li> </ul>
<b>Special Forces Officers</b>	High School Diploma plus Military Training	<b>\$78,405/yearly</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Lead elite teams that implement unconventional operations by air, land or sea during combat or peacetime</li> <li>• Recruit, train and equip friendly forces</li> <li>• Lead raids and invasions on enemy territories</li> <li>• Train personnel to implement individual missions and contingency plans</li> <li>• Perform strategic and tactical planning for politically sensitive missions</li> <li>• Operate sophisticated communications equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Critical thinking skills</li> <li>• Equipment operating skills</li> <li>• Leadership skills</li> <li>• Math skills</li> <li>• Problem solving skills</li> <li>• Science skills</li> <li>• Technology skills</li> </ul>



**FOREIGN SERVICE:** Foreign service employees represent the United States at embassies, consulates and other diplomatic missions in Washington, D.C., and around the world. Most people in this major must meet rigorous medical fitness standards and are generally required to pass an extensive background investigation to receive security clearance.

**IF YOU CHOOSE FOREIGN SERVICE AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:**

- Securely transporting confidential documents
- Managing office space and day-to-day requirements
- Helping U.S. citizens with legal problems abroad
- Analyzing current political developments
- Negotiating on treaties and economic disputes

**SAMPLE CAREERS**

**Associate's Degree or Less**  
**Annual Salary Range**  
**\$20,000-\$50,000**

- Diplomatic Courier
- Consular Security Officer
- Consular Clerk

**Bachelor's Degree**  
**Annual Salary Range**  
**\$50,000-\$100,000**

- Foreign Service Officer
- Diplomatic Officer
- Consular Translator

**Bachelor's Degree + Graduate Degrees and/or Certifications**  
**Annual Salary Range**  
**\$100,000+**

- Secretary of State
- Ambassador
- Foreign Relations Consultant

*NOTE: Salary may differ according to industry, county, region and state.*

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Consular Officers</b>	High School Diploma plus Professional Experience	<b>\$68,439/year</b> <b>\$35.65/hour</b>	<b>5%</b> (Average)	<ul style="list-style-type: none"> <li>• Handle diverse challenges, such as child custody disputes, arrests, travel advisories and emergencies</li> <li>• Work with local officials to facilitate legitimate business, educational, and tourist travel, strengthen border security and protect Americans</li> <li>• Visit arrested Americans and ensure access to legal counsel</li> <li>• Help US citizens with family reunification, medical emergencies and evacuations</li> <li>• Lead a multi-cultural and highly qualified staff in developing innovative practices to protect US citizens and borders</li> <li>• Report to Washington, DC, on a full range of consular issues</li> </ul>	<ul style="list-style-type: none"> <li>• Composure</li> <li>• Cultural adaptability</li> <li>• Integrity</li> <li>• Judgment skills</li> <li>• Leadership skills</li> <li>• Motivational skills</li> <li>• Objectivity</li> <li>• Organizational skills</li> <li>• Planning skills</li> <li>• Speaking skills</li> <li>• Teamwork</li> <li>• Writing skills</li> </ul>
<b>Economic Officers</b>	High School Diploma plus Professional Experience	<b>\$95,788/year</b> <b>\$49.87/hour</b>	<b>5%</b> (Average)	<ul style="list-style-type: none"> <li>• Focus on developing relationships with important economic figures</li> <li>• Coordinate with international economic organizations and other countries to resolve market challenges, promote fair practices and advocate US policy</li> <li>• Work with other countries to address science, environmental and health issues</li> <li>• Identify global opportunities for US businesses to ensure that American entities can fairly compete for foreign investment and trade</li> <li>• Negotiate agreements and promote policies that enhance the safety, security and efficiency of travel and transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Composure</li> <li>• Cultural adaptability</li> <li>• Integrity</li> <li>• Judgment skills</li> <li>• Leadership skills</li> <li>• Motivational skills</li> <li>• Objectivity</li> <li>• Organizational skills</li> <li>• Planning skills</li> <li>• Speaking skills</li> <li>• Teamwork</li> </ul>
<b>Political Officers</b>	High School Diploma plus Professional Experience	<b>\$80,928/year</b> <b>\$42.15/hour</b>	<b>4%</b> (Average)	<ul style="list-style-type: none"> <li>• Develop foreign contacts in and out of politics and government to advance US political interests</li> <li>• Assess the impact of political developments of the US and make recommendations on action by the US government</li> <li>• Support high level visits and advise policymakers on how to communicate with foreign governments</li> </ul>	<ul style="list-style-type: none"> <li>• Composure</li> <li>• Cultural adaptability</li> <li>• Integrity</li> <li>• Judgment skills</li> <li>• Leadership skills</li> <li>• Motivational skills</li> <li>• Objectivity</li> <li>• Organizational skills</li> </ul>
<b>Public Diplomacy Officers</b>	High School Diploma plus Professional Experience	<b>\$62,872/year</b> <b>\$30.23/hour</b>	<b>4%</b> (Average)	<ul style="list-style-type: none"> <li>• Engage and network with a full range of host national societies and governments to shape the public message and perceptions about the US</li> <li>• Explain to foreign audiences how American history, values and traditions shape US foreign policy</li> <li>• Create and manage cultural and informational programs to help connect with foreign audiences and to engage in different cultures</li> <li>• Communicate with and through a variety of media to promote US interests abroad</li> </ul>	<ul style="list-style-type: none"> <li>• Composure</li> <li>• Cultural adaptability</li> <li>• Integrity</li> <li>• Judgment skills</li> <li>• Leadership skills</li> <li>• Motivational skills</li> <li>• Objectivity</li> <li>• Organizational skills</li> <li>• Planning skills</li> </ul>





**PLANNING:** Urban and regional planners create communities, accommodate growth or revitalize facilities in towns, cities, counties and metropolitan areas. In South Carolina and across the nation, planners are important as new communities require development and infrastructure, including housing, roads, sewer systems, schools and recreation areas.

#### IF YOU CHOOSE PLANNING AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Meeting with elected officials, developers and the public regarding development plans and land use
- Analyzing economic and environmental studies, censuses and market research data
- Reviewing site plans submitted by developers
- Assessing feasibility of proposals and identifying needed changes
- Presenting projects to planning officials and planning commissions

#### SAMPLE CAREERS

##### Associate's Degree or Less Annual Salary Range \$20,000-\$50,000

- Census Clerk
- Zoning Inspector
- Surveyor
- City and Regional Planning Aide
- Federal Aid Coordinator

##### Bachelor's Degree Annual Salary Range \$50,000-\$100,000

- Economic Development Director
- City Planner
- Chief of Vital Statistics

##### Bachelor's Degree + Graduate Degrees and/or Certifications Annual Salary Range \$100,000+

- Agency Director
- Planning Consultant
- City Manager

*NOTE: Salary may differ according to industry, county, region and state.*



Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Census Clerks</b>	High School Diploma	<b>\$32,640/year</b> <b>\$20.59/hour</b>	<b>Temporary Position</b> (in most cases)	<ul style="list-style-type: none"> <li>Ask questions in accordance with instructions to obtain various specified information, such as a person's name, address, age, religious preference or state of residency</li> <li>Identify and report problems in obtaining valid data</li> <li>Compile, record and code results of data from an interview or survey using a computer or specified form</li> <li>Contact individuals to be interviewed at home, place of business, field location, by telephone, mail or in person</li> </ul>	<ul style="list-style-type: none"> <li>Active listening skills</li> <li>Reading comprehension</li> <li>Service orientation</li> <li>Social perceptiveness</li> <li>Speaking skills</li> </ul>
<b>Economic Development Coordinators</b>	Bachelor's Degree	<b>\$54,613/year</b> <b>\$28.44/hour</b>	<b>9%</b> (Faster than average)	<ul style="list-style-type: none"> <li>Manage and promote development projects to make the city, county or state look more appealing</li> <li>Provide workforce development information to prospective and existing businesses</li> <li>Develop agreements and contracts</li> <li>Create and work with retention incentive programs</li> <li>Work as a liaison to the general public, city and local employees, civic groups and local businesses</li> </ul>	<ul style="list-style-type: none"> <li>Active listening skills</li> <li>Collaboration skills</li> <li>Communication skills</li> <li>Decision-making skills</li> <li>Judgment skills</li> <li>Problem-solving skills</li> <li>Reading comprehension</li> <li>Speaking skills</li> <li>Writing skills</li> </ul>
<b>Urban and Regional Planners</b>	Master's Degree	<b>\$75,950/year</b> <b>\$36.52/hour</b>	<b>8%</b> (Faster than average)	<ul style="list-style-type: none"> <li>Meet with public officials, developers and the public regarding development plans and land use</li> <li>Analyze economic and environmental studies, censuses and market research data</li> <li>Assess the feasibility of proposals and identify needed changes</li> <li>Stay current on zoning or building codes, environmental regulations and other related legal issues</li> </ul>	<ul style="list-style-type: none"> <li>Analytical skills</li> <li>Collaboration skills</li> <li>Decision-making skills</li> <li>Management skills</li> <li>Speaking skills</li> <li>Writing skills</li> <li>Speaking</li> <li>Writing</li> </ul>
<b>Statisticians</b>	Master's Degree	<b>\$92,270/year</b> <b>\$44.36/hour</b>	<b>8%</b> (Faster than average)	<ul style="list-style-type: none"> <li>Decide what data are needed to answer questions or problems</li> <li>Determine methods for finding or collecting data</li> <li>Design surveys, experiments or opinion polls to collect data</li> <li>Collect, analyze and interpret data individually or via teams</li> <li>Report conclusions from data analyses</li> </ul>	<ul style="list-style-type: none"> <li>Critical-thinking skills</li> <li>Problem-solving skills</li> <li>Speaking skills</li> <li>Writing skill</li> </ul>



**REVENUE AND TAXATION:** Tax examiners, collectors and revenue agents ensure that governments – city, county, state and federal – receive tax money from individual citizens and businesses. They review tax returns, identify taxes owed and collect overdue tax payments.

#### IF YOU CHOOSE REVENUE AND TAXATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Conducting telephone, written or onsite tax collection activities
- Performing onsite inspections for property tax assessments
- Analyzing tax returns for possible non-compliance
- Conducting audits of individual and corporate tax returns
- Working with taxpayers to resolve issues and settle disputes

#### SAMPLE CAREERS

##### Associate's Degree or Less Annual Salary Range \$20,000-\$50,000

- County Assessment Inspector
- Tax Collection Clerk
- Tax Preparer

##### Bachelor's Degree Annual Salary Range \$50,000-\$100,000

- County Assessor
- Tax Analyst
- Internal Revenue Investigator

##### Bachelor's Degree + Graduate Degrees and/or Certifications Annual Salary Range \$100,000+

- Senior IRS Agent
- State Agency Director

*NOTE: Salary may differ according to industry, county, region and state.*

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Bookkeeping, Accounting and Auditing Clerks</b>	High School Diploma	<b>\$42,410/year</b> <b>\$20.39/hour</b>	<b>-6%</b> (Decline)	<ul style="list-style-type: none"> <li>• Enter (post) financial transactions into bookkeeping software, online spreadsheets and databases</li> <li>• Put costs (debits) and income (credits) into the software, assigning each to an appropriate account</li> <li>• Receive and record cash, checks and vouchers</li> <li>• Produce reports, such as balance sheets, income statements and totals by account</li> <li>• Check figures, postings and reports for accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• Detail oriented</li> <li>• Math skills</li> <li>• Computer skills</li> </ul>
<b>Appraisers and Assessors of Real Estate</b>	High School Diploma	<b>\$58,650/year</b> <b>\$28.20/hour</b>	<b>3%</b> (Average)	<ul style="list-style-type: none"> <li>• Verify legal descriptions of real estate properties in public records</li> <li>• Inspect new and existing properties, noting unique characteristics</li> <li>• Photograph the interior and exterior of properties</li> <li>• Use “comparables,” or similar nearby properties, to help determine value</li> <li>• Prepare written reports on the property value</li> <li>• Prepare and maintain current data on each real estate property</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Customer-service skills</li> <li>• Organizational skills</li> <li>• Problem-solving skills</li> <li>• Time-management skills</li> <li>• Writing skills</li> </ul>
<b>Tax Examiners, Collectors and Revenue Agents</b>	Bachelor's Degree	<b>\$55,640/year</b> <b>\$26.75/hour</b>	<b>-4%</b> (Decline)	<ul style="list-style-type: none"> <li>• Review filed tax returns to determine whether tax credits and deductions claimed are allowed by law</li> <li>• Contact taxpayers by mail or telephone to address problems and to request supporting documentation</li> <li>• Conduct field audits or investigations of income tax returns</li> <li>• Notify taxpayers of any overpayment or underpayment of taxes</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Detail oriented</li> <li>• Interpersonal skills</li> <li>• Organizational skills</li> <li>• Speaking</li> <li>• Writing</li> </ul>
<b>Accountants and Auditors</b>	Bachelor's Degree	<b>\$73,560/year</b> <b>\$35.37/hour</b>	<b>4%</b> (Average)	<ul style="list-style-type: none"> <li>• Examine financial statements to ensure they are accurate and comply with laws and regulations</li> <li>• Compute taxes owed, prepare tax returns and ensure that taxes are paid properly and on time</li> <li>• Inspect account books and accounting systems</li> <li>• Organize and maintain financial records</li> <li>• Suggest ways to reduce costs, enhance revenues and improve profits</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Communication skills</li> <li>• Detail oriented</li> <li>• Math skills</li> <li>• Organizational skills</li> </ul>





**REGULATION:** Regulatory jobs include animal control officers, housing inspectors and water quality specialists as well as attorneys, engineers and other highly trained experts who are involved in inspections, investigations, reports, citations and hearings.

### IF YOU CHOOSE REGULATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Reviewing bank balance sheets for levels of risk and for compliance with regulations
- Managing weigh stations to ensure trucks are within legal limits
- Inspecting and monitoring air quality reports from electricity plants
- Reviewing injury reports and safety compliance at manufacturing facilities
- Presenting agency data reports to lawmakers and other public officials

### SAMPLE CAREERS

#### Associate's Degree or Less Annual Salary Range \$20,000-\$50,000

- Office Manager
- Code Inspector
- OSHA Clerk
- Meter Reader
- Child Support Officer

#### Bachelor's Degree Annual Salary Range \$50,000-\$100,000

- State Bank Examiner
- Cargo Inspector
- Job Safety Investigator
- Budget Analyst

#### Bachelor's Degree + Graduate Degrees and/or Certifications Annual Salary Range \$100,000+

- Agency Director
- Agency Counsel
- Federal Bank Examiner

*NOTE: Salary may differ according to industry, county, region and state.*

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Quality Control Inspectors</b>	High School Diploma	<b>\$40,460/year</b> <b>\$19.45/hour</b>	<b>-17%</b> (Decline)	<ul style="list-style-type: none"> <li>• Read and understand blueprints and specifications</li> <li>• Monitor or observe operations to ensure that they meet production standards</li> <li>• Inspect, test or measure materials or products being produced</li> <li>• Report inspection and test data</li> <li>• Remove all products and materials that fail to meet specifications</li> </ul>	<ul style="list-style-type: none"> <li>• Dexterity</li> <li>• Math skills</li> <li>• Mechanical skills</li> <li>• Physical strength</li> <li>• Stamina</li> <li>• Technical skills</li> </ul>
<b>Fire Inspectors and Investigators</b>	High School Diploma/ On the Job Certifications	<b>\$62,120/year</b> <b>\$29.87/hour</b>	<b>8%</b> (Faster than average)	<ul style="list-style-type: none"> <li>• Search for fire hazards</li> <li>• Ensure that buildings comply with fire codes</li> <li>• Test fire alarms, sprinklers and other fire protection and extinguishing equipment</li> <li>• Determine the origin and cause of a fire</li> <li>• Reconstruct the scene of a fire or arson</li> <li>• Send evidence to laboratories to be tested for fingerprints or an accelerant</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Critical-thinking skills</li> <li>• Detail oriented</li> <li>• Integrity</li> </ul>
<b>Construction and Building Inspectors</b>	High School Diploma/ On the Job Certifications	<b>\$62,680/year</b> <b>\$30.22/hour</b>	<b>3%</b> (Average)	<ul style="list-style-type: none"> <li>• Review and approve plans that meet building codes, local ordinances and zoning regulations</li> <li>• Inspect and monitor construction sites to ensure overall compliance</li> <li>• Use survey instruments, metering devices and test equipment to perform inspections</li> <li>• Issue violation notices and stop-work orders until building is compliant</li> <li>• Keep daily logs and photographs taken during inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Craft experience</li> <li>• Detail oriented</li> <li>• Mechanical knowledge</li> </ul>
<b>Financial Examiners</b>	Bachelor's Degree	<b>\$81,430/year</b> <b>\$39.15/hour</b>	<b>7%</b> (Average)	<ul style="list-style-type: none"> <li>• Monitor the financial condition of banks and other financial institutions</li> <li>• Review balance sheets, operating income, expense accounts and loan documentation to confirm institution assets and liabilities</li> <li>• Prepare reports that detail an institution's safety and soundness</li> <li>• Recommend solutions to questionable financial conditions</li> <li>• Train other examiners</li> <li>• Review and analyze new regulations and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Detail oriented</li> <li>• Math skills</li> <li>• Writing skills</li> </ul>



**PUBLIC MANAGEMENT AND ADMINISTRATION:** The Public Management and Administration major covers a broad range of activities which includes budgeting, personnel management, government activities and general administration that are conducted every day at local, state and federal agencies as well as public corporations and associations.

**IF YOU CHOOSE PUBLIC MANAGEMENT AND ADMINISTRATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:**

- Preparing the docket of cases for Common Pleas Court
- Issuing hunting, fishing or driver licenses and permits
- Collecting and depositing fees and taxes
- Making executive decisions about city policies and department managers
- Ensuring a non-profit agency complies with federal and state regulations

**SAMPLE CAREERS**

**Associate's Degree or Less**  
**Annual Salary Range**  
**\$20,000-\$50,000**

- Purchasing Clerk
- Court Administrator
- Information Clerk
- Courier
- Messenger

**Bachelor's Degree**  
**Annual Salary Range**  
**\$50,000-\$100,000**

- Clerk of Court
- Grants Administrator
- Town Administrator

**Bachelor's Degree + Graduate Degrees and/or Certifications**  
**Annual Salary Range**  
**\$100,000+**

- City Manager
- Purchasing Manager
- Agency Director
- Postmaster General

*NOTE: Salary may differ according to industry, county, region and state.*



Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2020)	Job Outlook (2019-29)	Responsibilities	Skills
<b>Court Reporters</b>	Postsecondary Non-Degree Award	<b>\$61,660/year</b> <b>\$29.64/hour</b>	<b>9%</b> (Faster than average)	<ul style="list-style-type: none"> <li>Attend legal or public speaking events that require written transcripts</li> <li>Record spoken dialogue with specialized equipment, such as covered microphones</li> <li>Report gestures and actions</li> <li>Prepare transcripts for the record</li> <li>Edit transcripts for typographical errors</li> </ul>	<ul style="list-style-type: none"> <li>Concentration skills</li> <li>Detail oriented</li> <li>Listening skills</li> <li>Writing skills</li> </ul>
<b>Postal Service Workers</b>	High School Diploma or Equivalent	<b>\$51,150/year</b> <b>\$24.59/hour</b>	<b>-14%</b> (Declining rapidly)	<ul style="list-style-type: none"> <li>Collect letters and parcels</li> <li>Sort incoming letters and parcels</li> <li>Sell stamps and other postal products to customers</li> <li>Get customer signatures for registered, certified and insured mail</li> <li>Operate various types of postal equipment</li> <li>Distribute incoming mail from postal trucks</li> </ul>	<ul style="list-style-type: none"> <li>Customer-service skills</li> <li>Stamina</li> <li>Physical strength</li> </ul>
<b>Social and Community Service Managers</b>	Bachelor's Degree	<b>\$69,600/year</b> <b>\$33.46/hour</b>	<b>17%</b> (Much faster than average)	<ul style="list-style-type: none"> <li>Coordinate and supervise social service programs and community organizations</li> <li>Direct and lead staff who provide social services to the public</li> <li>Discuss with the community what types of programs and services are needed</li> <li>Design and oversee programs to meet the needs of the target audience or community</li> <li>Analyze data to determine the effectiveness of programs and services</li> <li>Develop and manage budgets for programs and organizations</li> <li>Get funding for programs through the agency's budget process or fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Analytical skills</li> <li>Communication skills</li> <li>Leadership skills</li> <li>Managerial skills</li> <li>People skills</li> </ul>
<b>Purchasing Managers, Buyers, and Purchasing Agents</b>	Bachelor's Degree and On-The-Job Training	<b>\$72,270/year</b> <b>\$34.74/hour</b>	<b>-7%</b> (Decline)	<ul style="list-style-type: none"> <li>Evaluate suppliers based on price, quality and delivery speed</li> <li>Interview vendors and visit supplier's plants and distribution centers</li> <li>Analyze price proposals, financial reports and other information to determine reasonable prices</li> <li>Negotiate contracts</li> <li>Maintain and review records of items bought, costs, deliveries, product performance and inventories</li> </ul>	<ul style="list-style-type: none"> <li>Analytical skills</li> <li>Decision-making skills</li> <li>Math skills</li> <li>Negotiation skills</li> </ul>

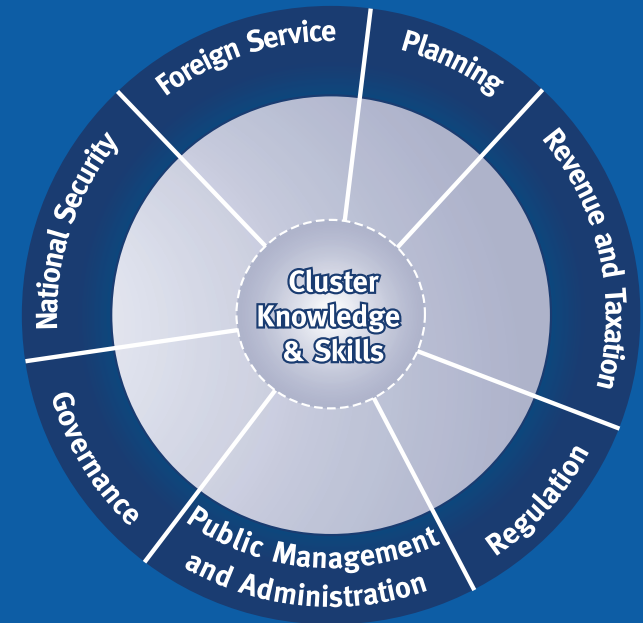
## THE GOVERNMENT AND PUBLIC ADMINISTRATION CAREER CLUSTER

The Government and Public Administration Career Cluster is divided into seven majors.

They are as follows:

- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation
- Public Management and Administration

Each of these majors requires knowledge and skills that can be acquired in the military or at postsecondary institutions, which range from private for-profit colleges that teach specific office and administrative skills to two-year institutions, such as Midlands Technical College and to four-year colleges, such as the University of South Carolina.



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