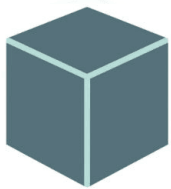


# Reaching, Handling, Fingering Report



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## Dictionary of Occupational Titles

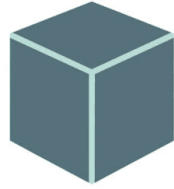
4th edition, Revised (Dept. of Labor 1991)

### **TELEPHONE-DIRECTORY DELIVERER**

**230.667-014**

**DOT:** 230.667-014 TELEPHONE-DIRECTORY DELIVERER (business ser.) alternate titles: phone-book deliverer Delivers telephone directories to residences and business establishments, on foot: Receives supply of directories from TELEPHONE-DIRECTORY-DISTRIBUTOR DRIVER (business ser.) or from other individual at central distribution point or from vehicle parked in distribution area, places books on handtruck or in sacks or other containers, and delivers books, following verbal instructions or address list. May pick up outdated directories for return for salvage purposes. GOE: 07.07.02 STRENGTH: H GED: R1 M1 L1 SVP: 1 DLU: 77

**DOT-O\*NET Crosswalk:** <https://www.onetonline.org/crosswalk/DOT?s=230.667-014&g=GO>



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## Occupational Outlook Handbook

### 51-9198.00 - Helpers--Production Workers

<b>Quick Facts: Helpers--Production Workers</b>	
<b>Typical Entry-Level Education</b>	High school diploma or equivalent
<b>Work experience in a related occupation</b>	None
<b>On the job training</b>	Short-term on-the-job training
<b>Number of jobs, 2016</b>	426,000

#### **Source:**

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Data for Occupations Not Covered in Detail, on the Internet at <https://www.bls.gov/ooh/about/data-for-occupations-not-covered-in-detail.htm>

All OOH Education & Training: Education And Training By Occupation

#### **Employment Projections by Industry:**

<https://www.bls.gov/emp/ind-occ-matrix/occ-xlsx/occ-51-9198.xlsx>

Industry - Occupation Matrix Data, By Occupation

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**Selected Characteristics of Occupations**

Defined in the Revised Dictionary of Occupational Titles, (Dept. of Labor 1993)

**TELEPHONE-DIRECTORY DELIVERER**  
**DOT Code:230.667-014****REACHING**: Frequently

Extending hand(s) and arm(s) in any direction. In Part A, the rating for the Reaching component appears eighth in the first Physical Demand column under the vertical heading Re.

**HANDLING**: Frequently

Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to tum a switch or shift automobile gears. In Part A, the rating for the Handling component appears ninth in the first Physical Demand column under the vertical heading Ha.

**FINGERING**: Not Present

Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. In Part A, the rating for the Fingering component appears tenth (last) in the first Physical Demand column under the vertical heading Fi.

**Motor Coordination**: 4, Lower Degree of Aptitude Ability - Lowest Third Excluding Bottom 10%

**MOTOR COORDINATION**: The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

Interpretive Information for Analysts: Motor coordination involves hand movements guided by concentrated visual attention. It• is present when objects are guided into position or pans are assembled. Typing and operating adding machines, calculators, and similar keyboards are examples of motor coordination in clerical occupations.

**Finger Dexterity:** 4, Lower Degree of Aptitude Ability - Lowest Third Excluding Bottom 10%

FINGER DEXTERITY: The ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.

Interpretive Information for Analysts: Finger dexterity is present when bolts and screws are handled; small tools, machine controls, and the like are manipulated; musical instruments are played; and fine adjustments and alignments are made to instruments and machines. It may or may not be accompanied by visual stimuli.

**Manual Dexterity:** 4, Lower Degree of Aptitude Ability - Lowest Third Excluding Bottom 10%

MANUAL DEXTERITY: The ability to move the hands easily and skillfully. Ability to work with the hands in placing and turning motions.

Interpretive Information for Analysts: Manual dexterity involves working with the arms and hands. It is present when objects are moved or stacked by hand or in other situations in which wrists and hands are used in turning and placing movements.

NOTE: Finger movements (Finger Dexterity) may or may not accompany the exercise of manual dexterity.

**Eye-Hand-Foot Coordination:** 5, Markedly Low Aptitude Ability - Bottom 10%

EYE-HAND-FOOT COORDINATION: The ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

Interpretive Information for Analysts: This factor involves using eyes, hands, and feet coordinately. Unless there is definite coordination of hand and foot movements with what the eye sees, this factor is not present.



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Reporting: O\*NET Database 23.0



## 51-9198.00 - Helpers--Production Workers

<b>Exertional</b>	<b>%</b>	<b>Response</b>
Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls – How much does this job require using your hands to handle, control, or feel objects, tools or controls?	64	Continually or almost continually
	35	More than half the time
	0	About half the time
	1	Less than half the time
	0	Never



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Reporting: O\*NET Database 23.0



**Work Abilities Report**

## 51-9198.00 - Helpers--Production Workers

**Arm-Hand Steadiness** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Importance: **53**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
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**Arm-Hand Steadiness** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Level: **45**

29 Light a candle	57 Thread a needle	86 Cut facets in a diamond
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**Finger Dexterity** – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Importance: **53**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
-----------------------	-----------------------------	--------------------	-------------------------	-------------------------------

**Finger Dexterity** – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Level: **43**

29 Put coins in a parking meter	57 Attach small knobs to stereo equipment on an assembly line	86 Put together the inner workings of a small wrist watch
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**Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Importance: **56**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
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**Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Level: **45**

14 Screw a light bulb into a light socket	57 Pack oranges in crates as quickly as possible	100 Perform open heart surgery with surgical instruments
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**Multilimb Coordination** – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Importance: **53**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
-----------------------	-----------------------------	--------------------	-------------------------	-------------------------------

**Multilimb Coordination** – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Level: **43**

29 Row a boat	57 Operate a forklift truck in a warehouse	86 Play the drum set in a jazz band
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**Reaction Time** – The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

Importance: **44**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
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**Reaction Time** – The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

Level: **43**

29 Start to slow down the car when a traffic light turns yellow	57 Throw a switch when a red warning light goes off	86 Hit the brake when a pedestrian steps in front of the car
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**Speed of Limb Movement** – The ability to quickly move the arms and legs.

Importance: **25**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
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**Speed of Limb Movement** – The ability to quickly move the arms and legs.

Level: **29**

29 Saw through a thin piece of wood	57 Swat a fly with a fly swatter	86 Throw punches in a boxing match
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**Wrist-Finger Speed** – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Importance: **28**

0-20 Not Important	21-40 Somewhat Important	41-60 Important	61-80 Very Important	81-100 Extremely Important
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**Wrist-Finger Speed** – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Level: **27**

29 Use a manual pencil sharpener	3 Carve roast beef in a cafeteria	86 Type a document at 90 words per minute
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## Occupational Requirements Survey

### 51-9198.00 - Helpers--Production Workers

**Series ID:** ORUP1000030A00000142

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching overhead is not required

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching overhead is not required

Year	Period	Estimate
2017	Annual	39.9

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000142>

**Series ID:** ORUP1000030A00000157

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching overhead is required, both hands

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching overhead is required, both hands

Year	Period	Estimate
2017	Annual	58

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000157>

**Series ID:** ORUP1000030A00000161

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching at/below the shoulder is required, occasionally

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching at/below the shoulder is required, occasionally

Year	Period	Estimate
2017	Annual	31.7

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000161>

**Series ID:** ORUP1000030A00000162

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching at/below the shoulder is required, frequently

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching at/below the shoulder is required, frequently

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	42.1

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000162>

**Series ID:** ORUP1000030A00000174

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching at/below the shoulder is required, both hands

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching at/below the shoulder is required, both hands

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	99.1

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000174>

**Series ID:** ORUP1000030A00000281

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; pushing/pulling with hands/arms is not required

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** pushing/pulling with hands/arms is not required

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	39.7

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000281>

**Series ID:** ORUP1000030A00000345

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; gross manipulation is required, both hands

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** gross manipulation is required, both hands

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	99.1

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000345>

**Series ID:** ORUP1000030A00000361

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; fine manipulation is required, one hand

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** fine manipulation is required, one hand

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	33.1

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000361>

**Series ID:** ORUP1000030A00000362

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; fine manipulation is required, both hands

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** fine manipulation is required, both hands

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	60.4

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000362>

**Series ID:** ORUP1000030A00000607

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; pushing/pulling is required, both hands/arms

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** pushing/pulling is required, both hands/arms

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	59.5

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000607>

**Series ID:** ORUP1000030A00000829

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; pushing/pulling with hands/arms is required

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** pushing/pulling with hands/arms is required

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	60.3

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000829>

**Series ID:** ORUP1000030A00000830

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching at/below the shoulder is required

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching at/below the shoulder is required

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	100

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000830>

**Series ID:** ORUP1000030A00000831

**Not seasonally adjusted**

**Series Title:** % of helpers--production workers; reaching overhead is required

**Requirement:** Physical Demands

**Occupation:** helpers--production workers

**Estimate:** reaching overhead is required

<b>Year</b>	<b>Period</b>	<b>Estimate</b>
2017	Annual	60.1

<https://beta.bls.gov/dataViewer/view/timeseries/ORUP1000030A00000831>