

Yeoman perform administrative and clerical work. They receive visitors, answer telephone calls and sort incoming mail. They type, organize files and operate modern office equipment such as word processing computers and copying machines.

What they do

The duties performed by YNs include:

- preparing, typing and routing correspondence and reports;
- organizing and maintaining files;
- receiving office visits and handling telephone communications;
- operating personal computers, word processing, duplicating, audio-recording and other office machines;
- performing office personnel administration;
- maintaining records and official publications;
- performing administrative functions for legal proceedings;
- serving as office managers;
- performing other various clerical and administrative duties.

Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating on typewriting, records management, general clerical procedures and office machines.

Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is required in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, MS	7 Weeks	Familiarization with forms and procedures of personnel administration	Group instruction and practical application

After "A" school, Yeomen are assigned to fleet units and shore stations throughout the world. In a 20-year period in the Navy, YNs may spend 40 percent of their time assigned to fleet units and 60 percent to shore stations.

Qualifications and Interests

People in this rating must be U.S. citizens eligible for security clearances. They should also be people oriented and enjoy working as part of a team assisting others and be able to clearly communicate ideas and information orally and in writing. Ability to keep accurate records, do detailed work and perform repetitive tasks is important. Resourcefulness, curiosity and a good memory are also useful. Typing skills are mandatory. A typing test is required during training.

Working Environment

Yeomen are usually assigned duties in an office environment. People in this rating may work alone with little supervision, or work closely with others under close supervision depending on the assignment.

Opportunities

About 6,400 men and women work in the YN rating. Qualified and self-motivated people have a good opportunity for entry into this rating.

**Related Civilian Jobs-O Net SOC Code
O Net SOC Title**

- 11-3011.00 Administrative Services Managers
- 23-2011.00 Paralegals and Legal Assistants
- 43-1011.00 First-Line Supervisors/Managers of Office and Administrative Support Workers
- 43-4021.00 Correspondence Clerks
- 43-4071.00 File Clerks
- 43-4171.00 Receptionists and Information Clerks
- 43-6011.00 Executive Secretaries and Administrative Assistants
- 43-6012.00 Legal Secretaries
- 43-6014.00 Secretaries, Except Legal, Medical, and Executive
- 43-9022.00 Word Processors and Typists
- 43-9051.00 Mail Clerks and Mail Machine Operators, Except Postal Service
- 43-9061.00 Office Clerks, General
- 49-9041.00 Industrial Machinery Mechanics

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.