

Job #: 0100 **Job Title:** Administrative Assistant

Provides administrative support for mid-level managers to include scheduling, tracking, reporting information, and analyzing data. Also provides clerical support to include typing, answering calls, and opening mail.

Status: Nonexempt

Education: Associate's Degree preferred

Experience: 2-3 years

	No. of Orgs	No. of Empl.	Avg Tenure in Years	Actual Wage			Pay Range			
				Wtd Min	25th %tile	Wtd Avg	75th %tile	Wtd Max	Avg Min	Avg Max
Not-for-Profit Agencies	27	61	4.15	11.11	10.75	12.03	14.46	13.11	10.39	15.58
				23,109	22,360	25,022	30,077	27,269	21,611	32,406
2008 San Antonio General Data Survey	61	1137		12.09	12.85	14.62	16.59	20.44		
				25,147	26,728	30,410	34,507	42,515		
Percent Difference Above/Below San Antonio General Survey				-8.9%	-19.5%	-21.6%	-14.7%	-55.9%		

BUDGET REVENUE

\$0 to \$500,000										
\$500,001 to \$1,000,000										
\$1,000,001 to \$3,000,000	10	14	2.79	11.46	10.75	12.23	13.39	13.00	9.86	15.00
				23,837	22,360	25,438	27,851	27,040	20,509	31,200
\$3,000,001 to \$10,000,000	11	35	3.29	10.61	11.26	11.59	13.53	12.78	10.33	15.48
				22,069	23,421	24,107	28,142	26,582	21,486	32,198
More than \$10,000,000										

	Pay Grade	Min	Mid	Max
RECOMMENDED PAY GRADE AND RANGE	6	9.42	11.78	14.13
		19,594	24,502	29,390