

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

Job Description: 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.

Experience: 2-3 years

Education: Associate's Degree preferred

Status: Nonexempt

	No. of Orgs	No. of Empl.	Hourly Base Wage						Hourly Total Compensation						Pay Range	
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Wtd Min	Wtd Max
Not-for-Profit Agencies	37	88	13.49	10.43	11.39	13.00	15.56	16.75	13.52	10.43	11.39	13.14	15.56	16.75	11.71	17.27
			28,059	21,674	23,691	27,040	32,365	34,840	28,122	21,674	23,691	27,331	32,365	34,840	24,357	35,922
2011 San Antonio General Data Survey	63	968	15.04	11.90	12.94	14.57	16.64	18.59	15.15	11.94	13.00	14.60	16.88	18.96		
			31,283	24,752	26,915	30,306	34,611	38,667	31,512	24,835	27,040	30,368	35,110	39,437		
Percent Difference Above/Below San Antonio General Survey			-11.5%	-14.1%	-13.6%	-12.1%	-6.9%	-11.0%	-12.0%	-14.5%	-14.1%	-11.1%	-8.5%	-13.2%		

BUDGET REVENUE

\$0 to \$500,000																
\$50,001 to \$1,000,000																
\$1,000,001 to \$3,000,000	10	15	12.36		10.59	11.78	15.00		12.37		10.69	11.78	15.00			
			25,709		22,027	24,502	31,200		25,730		22,235	24,502	31,200			
\$3,000,001 to \$10,000,000	13	27	13.71	10.50	12.49	13.32	15.75	16.50	13.72	10.50	12.49	13.32	15.75	16.50	11.34	16.57
			28,517	21,840	25,979	27,706	32,760	34,320	28,538	21,840	25,979	27,706	32,760	34,320	23,587	34,466
More than \$10,000,000	9	41	13.65	10.48	11.11	13.46	15.44	17.73	13.71	10.48	11.11	13.73	15.44	17.73	12.73	19.01
			28,392	21,798	23,088	27,997	32,115	36,878	28,517	21,798	23,088	28,558	32,115	36,878	26,478	39,541

	Pay Grade	Min	Mid	Max
RECOMMENDED PAY GRADE AND RANGE	6	10.65	13.32	15.98
		22,152	27,706	33,238