

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

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

**Status:** Nonexempt  
**Education:** High School Diploma  
**Experience:** 2-4 years

	No. of Orgs	No. of Empl.	Hourly Base Wage						Hourly Total Compensation					
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile
<b>All Firms</b>	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
<b>Classification</b>														
Banking Service	8	51	17.83	15.83	16.32	17.70	18.52	20.87	18.33	16.22	16.66	18.06	19.32	20.87
Manufacturing	6	21	15.95	12.97	13.48	15.89	16.95	20.87	16.83	13.20	14.03	16.73	18.43	21.11
Healthcare	16	213	14.89	12.02	13.59	14.53	16.40	17.60	14.96	12.02	13.59	14.66	16.40	17.60
Other	33	683	14.85	11.74	12.55	14.26	16.35	18.83	14.91	11.75	12.68	14.26	16.38	18.99

**Status**

Profit	27	211	16.31	12.18	13.96	16.30	18.28	20.53	16.68	13.20	14.14	16.59	18.49	20.72
Not-for-profit	22	226	15.87	11.25	13.59	15.38	17.31	21.54	15.92	11.25	13.60	15.40	17.33	21.54
Government	14	531	14.18	11.83	12.50	13.86	15.41	17.02	14.21	11.83	12.50	13.86	15.42	17.18

**Organizational Size**

0 - 99 employees														
100 - 249 employees	8	44	14.78	10.79	11.40	14.81	17.25	20.39	15.00	10.79	11.40	14.81	17.88	20.58
250 - 499 employees	10	50	14.77	11.95	12.51	14.14	16.23	18.58	14.87	12.01	12.63	14.16	16.38	18.74
500 - 999 employees	20	202	14.47	11.83	12.97	14.06	16.17	17.31	14.56	11.83	12.97	14.06	16.17	17.48
1,000 or more	21	660	15.30	12.02	12.99	14.77	16.90	19.22	15.41	12.13	13.18	14.82	16.90	19.41