

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 Cash Compensation						Pay Range	
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg Min	Avg Max
All Organizations	31	72	17.49	13.19	14.94	16.78	19.64	21.98	17.54	13.19	14.97	16.82	19.64	21.98	14.58	22.69
			36,379	27,435	31,075	34,902	40,851	45,718	36,483	27,435	31,138	34,986	40,851	45,718	30,326	47,195
2021 San Antonio Survey Data	54	676	18.13	14.47	16.00	17.41	19.60	22.44	18.15	14.47	16.00	17.41	19.60	22.50		
			37,710	30,098	33,280	36,213	40,768	46,675	37,752	30,098	33,280	36,213	40,768	46,800		
Percent Difference Above/Below San Antonio Survey			-3.7%	-9.7%	-7.1%	-3.7%	0.2%	-2.1%	-3.5%	-9.7%	-6.9%	-3.5%	0.2%	-2.4%		

Budget Revenue

\$0 to \$500,000																
\$500,001 to \$1,000,000																
\$1,000,001 to \$3,000,000	5	5	15.43		13.45	14.00	18.13		16.08		13.45	17.26	18.13			
			32,094		27,976	29,120	37,690		33,446		27,976	35,901	37,690			
\$3,000,001 to \$10,000,000	13	17	18.88		16.30	16.87	21.17		18.88		16.30	16.87	21.17	14.41	20.53	
			39,270		33,904	35,090	44,013		39,270		33,904	35,090	44,013	29,973	42,702	
More than \$10,000,000	12	49	17.35	13.12	14.94	16.65	19.68	21.49	17.35	13.12	14.94	16.65	19.68	21.49	14.66	23.58
			36,088	27,290	31,075	34,632	40,934	44,699	36,088	27,290	31,075	34,632	40,934	44,699	30,493	49,046

Budget revenue and annual additional cash compensation categories are not reported when less than 5 organizations provided data.

	Pay Grade	Min	Mid	Max
RECOMMENDED PAY GRADE AND RANGE	10	14.49	18.12	21.74
		30,139	37,690	45,219