

Job # : 0300 **Job Title:** Administrative Assistant

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

Education: High School Diploma

	No. of Orgs	No. of Empl	Hourly Base Wage					Hourly Total Cash Compensation					Pay Range		Hourly Shift Differential				
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg Min	Avg Max	Evening	Night	Weekend
All Firms	59	863	21.07	16.07	17.83	20.54	23.39	27.72	21.07	16.07	17.83	20.54	23.39	27.72	15.93	24.87	1.53	1.73	1.43
THA DISTRICT																			
District 1	5	128	19.01	14.26	15.95	18.36	21.36	24.57	19.01	14.26	15.95	18.36	21.36	24.57	13.24	23.96			
District 2	5	26	19.88	16.01	17.26	19.83	21.59	25.74	19.88	16.01	17.26	19.83	21.59	25.74	15.53	23.28			
District 3	7	50	19.67	15.55	17.22	19.99	22.23	22.94	19.67	15.55	17.22	19.99	22.23	22.94	15.37	23.19			
District 4 - Houston	5	32	22.24	16.96	19.04	22.21	24.05	26.29	22.26	16.96	19.04	22.21	24.46	26.29					
District 5 - Dallas	11	233	23.35	19.16	21.02	23.23	25.63	28.37	23.36	19.16	21.02	23.23	25.63	28.37	18.24	28.32			
District - East Texas																			
District 6																			
District 7																			
District 8	11	145	18.82	15.85	17.21	18.24	20.46	22.25	18.82	15.85	17.21	18.24	20.46	22.25	15.48	21.72			
GROSS ANNUAL REVENUE																			
<25 Million	8	29	19.66	15.45	17.05	19.05	22.02	24.16	19.66	15.45	17.05	19.05	22.02	24.16	16.02	23.78			
25 - 150 Million	13	37	18.69	14.88	16.29	18.00	21.04	23.11	18.69	14.88	16.29	18.00	21.04	23.11	14.20	21.99			
150 Million or more	30	660	20.78	15.99	17.55	20.14	22.77	27.85	20.78	15.99	17.55	20.14	22.77	27.85	15.43	24.23	1.55	1.73	1.41
LICENSED BED SIZE																			
Critical Access																			
0 - 75 Beds	16	83	19.16	15.00	17.00	19.00	21.02	23.26	19.16	15.00	17.00	19.00	21.02	23.26	14.55	23.04			
76 - 250 Beds	7	27	19.67	14.47	16.81	21.05	22.23	23.58	19.67	14.47	16.81	21.05	22.23	23.58					
251 or more Beds	20	524	21.13	16.17	17.84	20.33	23.26	28.37	21.13	16.17	17.84	20.33	23.26	28.37	15.78	25.26	1.53	1.72	1.41
COMMUNITY POPULATION																			
50,000 or less	18	45	19.09	15.36	16.91	18.98	21.02	23.55	19.09	15.36	16.91	18.98	21.02	23.55	15.99	24.19			
50,001 to 100,000																			
100,001 to 200,000	8	124	19.25	15.79	16.96	18.59	21.10	23.17	19.25	15.79	16.96	18.59	21.10	23.17	14.57	22.23			
200,001 or more	19	431	21.23	15.83	17.70	20.46	23.70	28.50	21.23	15.83	17.70	20.46	23.70	28.50	15.64	25.05			
OWNERSHIP																			
Government	9	160	20.35	14.37	16.77	20.15	23.07	27.85	20.35	14.37	16.77	20.15	23.07	27.85	13.98	25.32			
Investor Owned	16	175	19.77	15.77	17.10	19.34	21.95	23.83	19.77	15.77	17.10	19.34	21.95	23.83	14.99	21.52			
Not-for-Profit	31	523	21.70	16.81	18.34	21.03	23.70	28.52	21.70	16.81	18.34	21.03	23.70	28.52	17.16	26.22	1.50	1.64	1.37