

**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
<b>Not-for-Profit Agencies</b>	40	95	15.03	11.75	12.88	14.53	17.21	18.81	15.05	11.75	12.88	14.53	17.21	18.89	11.80	17.84
			31,262	24,419	26,790	30,222	35,797	39,125	31,304	24,419	26,790	30,222	35,797	39,291	24,544	37,107
2015 San Antonio Survey Data	58	724	16.36	12.26	14.00	16.13	18.25	20.79	16.44	12.26	14.00	16.21	18.28	21.16		
			34,029	25,501	29,120	33,550	37,960	43,243	34,195	25,501	29,120	33,717	38,022	44,013		
Percent Difference Above/Below San Antonio Survey			-8.8%	-4.4%	-8.7%	-11.0%	-6.1%	-10.5%	-9.2%	-4.4%	-8.7%	-11.5%	-6.2%	-12.0%		

**BUDGET REVENUE**

\$0 to \$500,000																
\$500,001 to \$1,000,000	5	7	14.76		12.50	15.52	16.00		14.76		12.50	15.52	16.00			
			30,701		26,000	32,282	33,280		30,701		26,000	32,282	33,280			
\$1,000,001 to \$3,000,000	8	9	14.77		12.89	15.00	16.23		14.78		12.89	15.00	16.23			
			30,722		26,790	31,200	33,758		30,742		26,790	31,200	33,758			
\$3,000,001 to \$10,000,000	16	43	14.68	11.50	12.15	14.00	17.00	18.56	14.72	11.50	12.15	14.00	17.00	18.70	11.47	17.09
			30,534	23,920	25,272	29,120	35,360	38,605	30,618	23,920	25,272	29,120	35,360	38,896	23,858	35,547
More than \$10,000,000	9	34	15.70	11.85	13.68	14.74	17.76	20.95	15.70	11.85	13.68	14.74	17.76	20.95	11.95	18.68
			32,656	24,648	28,454	30,659	36,941	43,576	32,656	24,648	28,454	30,659	36,941	43,576	24,856	38,854

	Pay Grade	Min	Mid	Max
<b>RECOMMENDED PAY GRADE AND RANGE</b>	8	12.43	15.53	18.64
		25,854	32,302	38,771