

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
Not-for-Profit Agencies	39	73	15.68	12.47	13.98	15.29	17.30	19.35	15.75	12.47	14.00	15.39	17.30	19.47	12.88	18.39
			32,614	25,938	29,078	31,803	35,984	40,248	32,760	25,938	29,120	32,011	35,984	40,498	26,790	38,251
2017 San Antonio Survey Data	57	931	17.92	13.60	15.23	17.31	19.86	23.22	17.96	13.71	15.23	17.34	19.86	23.42		
			37,274	28,288	31,678	36,005	41,309	48,298	37,357	28,517	31,678	36,067	41,309	48,714		
Percent Difference Above/Below San Antonio Survey			-14.3%	-9.1%	-9.0%	-13.2%	-14.8%	-20.0%	-14.0%	-10.0%	-8.8%	-12.7%	-14.8%	-20.3%		

BUDGET REVENUE

\$0 to \$500,000																
\$500,001 to \$1,000,000																
\$1,000,001 to \$3,000,000	9	11	15.48		14.42	15.29	16.38		15.48		14.42	15.29	16.38			
			32,198		29,994	31,803	34,070		32,198		29,994	31,803	34,070			
\$3,000,001 to \$10,000,000	14	24	15.37	12.00	13.15	14.75	17.28	20.01	15.39	12.00	13.15	14.75	17.28	20.12	11.66	17.53
			31,970	24,960	27,352	30,680	35,942	41,621	32,011	24,960	27,352	30,680	35,942	41,850	24,253	36,462
More than \$10,000,000	13	33	15.76	12.76	14.05	15.16	17.30	19.86	15.89	12.76	14.17	15.50	17.30	19.86	14.62	20.24
			32,781	26,541	29,203	31,533	35,984	41,309	33,051	26,541	29,474	32,240	35,984	41,309	30,410	42,099

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