

**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>	39	72	15.30	12.51	13.72	15.00	16.78	18.50	15.48	12.66	13.72	15.32	16.92	18.50	13.13	18.35
			31,824	26,021	28,538	31,200	34,902	38,480	32,198	26,333	28,538	31,866	35,194	38,480	27,310	38,168
2018 San Antonio Survey Data	55	918	18.18	14.15	16.00	17.83	19.93	22.50	18.23	14.27	16.00	17.83	20.04	22.50		
			37,814	29,432	33,280	37,086	41,454	46,800	37,918	29,682	33,280	37,086	41,683	46,800		
Percent Difference Above/Below San Antonio Survey			-18.8%	-13.1%	-16.7%	-18.9%	-18.7%	-21.6%	-17.8%	-12.8%	-16.7%	-16.4%	-18.5%	-21.6%		

**BUDGET REVENUE**

\$0 to \$500,000																
\$500,001 to \$1,000,000																
\$1,000,001 to \$3,000,000	13	16	14.71		13.72	14.91	15.69		14.83		13.72	14.91	15.87		13.45	19.43
			30,597		28,538	31,013	32,635		30,846		28,538	31,013	33,010		27,976	40,414
\$3,000,001 to \$10,000,000	11	21	15.37	12.23	13.00	15.00	17.18	19.71	15.43	12.23	13.00	15.30	17.18	19.91	12.62	17.58
			31,970	25,438	27,040	31,200	35,734	40,997	32,094	25,438	27,040	31,824	35,734	41,392	26,250	36,566
More than \$10,000,000	13	33	15.53	13.07	14.01	14.86	17.35	19.00	15.82	13.07	14.07	15.66	17.46	19.00	13.77	18.73
			32,302	27,165	29,141	30,909	36,088	39,520	32,906	27,165	29,245	32,573	36,317	39,520	28,642	38,958

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