

**Job # :** 0100 **Job Title:** Administrative Assistant

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

**Status:** Nonexempt

**Education/Certification:** High School Diploma

**Experience:** 2-4 years

	No. of Orgs	No. of Empl	Hourly Base Wage						Hourly Total Cash Compensation					
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile
<b>All Firms</b>	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
<b>Industry Type</b>														
Municipality/Public Works	6	136	17.60	16.16	16.16	17.28	18.55	18.84	17.60	16.16	16.16	17.28	18.55	18.84
Manufacturing	5	18	17.80		14.50	17.53	19.67		18.38		15.21	18.41	19.98	
Healthcare	13	209	19.14	15.07	16.15	18.46	21.64	25.24	19.14	15.07	16.15	18.46	21.64	25.24
Other	31	555	17.97	13.46	15.52	17.74	19.99	22.54	18.04	13.46	15.53	17.74	20.14	22.87
<b>Status</b>														
Profit	17	132	18.91	15.17	16.58	18.01	20.09	23.56	19.12	15.36	16.58	18.07	20.22	24.32
Not-for-Profit	24	331	19.14	14.87	15.86	18.54	21.75	24.98	19.16	14.88	15.97	18.54	21.75	24.98
Government	14	455	17.27	13.30	15.73	17.17	18.79	21.13	17.30	13.30	15.73	17.18	18.82	21.15
<b>Annual Revenue</b>														
<10 Million	5	23	19.00	14.75	16.54	19.38	21.41	22.04	19.51	14.75	17.60	19.71	22.41	23.08
10 - 50 Million	15	77	18.25	14.71	15.70	17.76	19.41	21.66	18.34	14.82	15.75	17.77	19.41	21.85
50 - 250 Million	20	123	17.34	13.90	15.09	16.48	19.12	21.63	17.45	14.14	15.34	16.48	19.43	21.63
250 - 500 Million														
> 500 Million	12	543	18.83	15.14	16.16	18.53	20.93	23.52	18.86	15.17	16.16	18.53	20.95	23.54
<b>Organizational Size</b>														
1 - 99 employees	7	9	16.92		15.25	18.00	18.20		17.42		16.71	18.00	18.39	
100 - 249 employees	8	27	18.67	14.25	15.91	18.19	19.80	24.69	18.75	14.25	15.91	18.19	19.80	25.04
250 - 499 employees	16	109	17.50	14.00	15.89	17.28	19.09	20.51	17.60	14.14	15.89	17.28	19.25	20.60
500 - 999 employees	8	108	17.90	14.75	15.49	17.04	19.25	22.46	17.92	14.75	15.49	17.04	19.25	22.46
1,000 or more	16	665	18.33	14.03	16.16	18.10	20.31	22.50	18.37	14.03	16.16	18.10	20.44	22.87