

**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
<b>All Firms</b>	51	1079	19.71	15.12	16.76	19.02	22.06	25.58	19.71	15.12	16.76	19.02	22.06	25.58	15.10	23.68	1.78	2.30	1.26
<b>THA DISTRICT</b>																			
District 1																			
District 2																			
District 3	8	47	18.22	13.07	15.80	17.99	20.81	24.36	18.22	13.07	15.80	17.99	20.81	24.36	14.30	21.11			
District 4 - Houston																			
District 5 - Dallas	5	17	21.02		18.72	19.49	22.65		21.02		18.72	19.49	22.65		13.55	22.36			
District - East Texas	6	81	17.15	13.71	15.11	16.43	19.38	20.68	17.15	13.71	15.11	16.43	19.38	20.68	13.23	20.76			
District 6																			
District 7																			
District 8	11	178	18.73	15.31	16.49	18.30	20.97	22.50	18.73	15.31	16.49	18.30	20.97	22.50	14.43	21.75			
<b>GROSS REVENUE</b>																			
<25 Million	7	16	18.50		15.50	17.08	22.84		18.50		15.50	17.08	22.84		13.82	21.57			
25-150 Million	7	28	18.81	12.91	14.85	18.22	20.75	27.20	18.81	12.91	14.85	18.22	20.75	27.20	13.08	19.89			
150 Million or more	26	674	19.49	15.08	16.35	18.51	21.66	26.14	19.49	15.08	16.35	18.54	21.66	26.14	15.01	23.91	1.83	2.37	1.26
<b>LICENSED BED SIZE</b>																			
Critical Access																			
Less than 75 Beds	5	16	18.22		15.56	17.61	20.34		18.22		15.56	17.61	20.34						
76-250 Beds	10	41	18.64	14.01	15.88	17.99	20.56	24.79	18.64	14.01	15.88	17.99	20.56	24.79	14.00	21.96			
251 or more Beds	16	395	20.86	15.48	17.26	20.23	22.92	27.97	20.87	15.48	17.26	20.23	22.92	27.98	16.08	25.39		2.41	1.27
<b>COMMUNITY POPULATION</b>																			
50,000 or less	14	36	17.47	13.87	14.91	17.00	19.18	21.15	17.47	13.87	14.91	17.00	19.18	21.15	13.07	19.54			
50,001 to 100,000	5	16	16.66		13.32	16.59	18.51		16.66		13.32	16.59	18.51		13.11	21.10			
100,001 to 200,000	7	91	16.82	14.07	15.00	16.12	18.50	20.71	16.83	14.07	15.00	16.12	18.54	20.76	13.13	20.56			
200,001 or more	16	636	19.64	15.12	16.46	18.56	21.95	26.24	19.64	15.12	16.46	18.56	21.95	26.24	14.95	23.86			
<b>OWNERSHIP</b>																			
Government	6	20	15.62	12.37	13.44	15.16	17.01	18.05	15.62	12.37	13.44	15.16	17.01	18.05	11.17	17.48			
Investor Owned	17	188	18.95	14.88	16.34	18.46	20.57	23.70	18.95	14.88	16.34	18.46	20.57	23.70	14.08	20.85			
Not-for-Profit	26	623	21.00	15.70	18.00	20.72	23.36	26.52	21.01	15.70	18.00	20.76	23.36	26.52	16.24	25.55	1.83	2.37	1.18