

**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>	49	632	18.11	13.95	15.71	17.31	19.47	23.47	18.16	13.95	15.71	17.31	19.54	23.47
<b>Industry Type</b>														
Municipality/Public Works	9	140	18.22	16.32	16.32	17.48	18.74	22.33	18.23	16.32	16.32	17.48	18.74	22.33
Manufacturing														
Healthcare	11	76	17.13	13.52	15.23	17.10	18.69	20.36	17.13	13.52	15.23	17.10	18.69	20.36
Other	27	406	18.19	13.46	15.28	17.17	20.17	24.24	18.26	13.46	15.29	17.17	20.23	24.32
<b>Status</b>														
Profit	13	90	18.81	15.27	16.94	18.15	20.60	22.56	19.07	15.27	16.94	18.21	21.27	23.47
Not-for-Profit	21	206	19.77	14.50	16.03	18.66	22.69	28.02	19.78	14.55	16.03	18.66	22.69	28.02
Government	15	336	16.91	13.44	15.39	16.32	18.37	20.26	16.92	13.44	15.39	16.32	18.37	20.35
<b>Annual Revenue</b>														
<10 Million														
10 - 50 Million	11	21	19.95	16.35	17.69	18.80	21.55	25.63	20.07	16.35	17.69	18.80	22.46	25.87
50 - 250 Million	19	172	19.37	14.46	15.93	18.01	21.92	28.16	19.42	14.55	15.93	18.05	21.92	28.16
250 - 500 Million	5	165	17.05	13.46	15.11	16.63	18.37	20.95	17.06	13.46	15.11	16.63	18.37	20.95
> 500 Million	11	271	17.83	13.95	16.03	17.31	18.75	22.89	17.89	13.95	16.03	17.31	18.75	23.24
<b>Organizational Size</b>														
1 - 99 employees	8	14	20.66		17.10	19.58	24.35		21.13		17.15	21.00	25.24	
100 - 249 employees	8	13	18.71		17.42	18.80	20.43		18.82		17.42	18.80	20.43	
250 - 499 employees	9	31	17.10	13.75	14.86	16.13	19.48	20.81	17.13	13.75	14.86	16.13	19.48	20.93
500 - 999 employees	10	145	19.80	15.11	16.06	18.17	22.46	28.93	19.83	15.11	16.06	18.17	22.46	28.93
1,000 or more	14	429	17.51	13.58	15.70	16.83	18.74	22.10	17.55	13.58	15.70	16.83	18.74	22.57