

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
All Organizations	26	60	16.67	13.25	14.50	16.54	19.07	20.35	17.13	13.25	14.50	16.54	20.03	23.26	14.21	21.19
			34,674	27,560	30,160	34,403	39,666	42,328	35,630	27,560	30,160	34,403	41,662	48,381	29,557	44,075
2020 San Antonio Survey Data	52	692	18.28	14.22	15.72	17.41	19.60	23.19	18.33	14.30	15.76	17.41	19.77	23.33		
			38,022	29,578	32,698	36,213	40,768	48,235	38,126	29,744	32,781	36,213	41,122	48,526		
Percent Difference Above/Below San Antonio Survey			-9.6%	-7.3%	-8.4%	-5.3%	-2.8%	-14.0%	-7.0%	-7.9%	-8.7%	-5.3%	1.3%	-0.3%		

Budget Revenue

\$0 to \$500,000																
\$500,001 to \$1,000,000																
\$1,000,001 to \$3,000,000																
\$3,000,001 to \$10,000,000	13	23	16.65	12.49	14.42	16.59	17.83	22.00	16.83	12.49	14.42	16.59	17.83	23.57	14.98	18.77
			34,632	25,958	29,994	34,507	37,086	45,760	35,006	25,958	29,994	34,507	37,086	49,026	31,158	39,042
More than \$10,000,000	10	33	17.00	13.84	14.50	17.52	19.86	20.34	17.70	13.84	14.50	17.52	21.10	23.26	13.67	22.85
			35,360	28,787	30,160	36,442	41,309	42,307	36,816	28,787	30,160	36,442	43,888	48,381	28,434	47,528

Budget revenue and annual additional cash compensation categories are not reported when less than 5 organizations provided data.

	Pay Grade	Min	Mid	Max
RECOMMENDED PAY GRADE AND RANGE	9	13.42	16.77	20.13
		27,914	34,882	41,870