

**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>	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
<b>Industry Type</b>														
Municipality/Public Works	13	151	19.25	16.74	17.41	18.48	19.60	23.38	19.25	16.74	17.41	18.48	19.60	23.38
Manufacturing														
Healthcare	12	58	17.86	15.09	16.93	17.52	19.13	21.47	17.87	15.11	16.93	17.52	19.13	21.47
Other	24	462	17.85	13.46	15.00	16.92	19.48	23.19	17.92	13.46	15.02	16.99	19.52	23.50
<b>Status</b>														
Profit	15	98	21.32	15.09	17.05	19.13	25.13	30.06	21.42	15.11	17.05	19.33	25.63	30.06
Not-for-Profit	18	235	16.92	12.87	15.00	16.26	18.59	21.12	17.03	12.88	15.00	16.36	18.64	21.37
Government	19	359	18.33	14.84	16.64	17.74	19.60	22.65	18.34	14.84	16.64	17.74	19.60	22.65
<b>Annual Revenue</b>														
<10 Million														
10 - 50 Million	15	94	18.91	15.11	16.43	18.20	20.50	23.11	19.18	15.21	16.54	18.45	20.61	23.95
50 - 250 Million	18	179	19.49	14.29	15.81	17.75	22.59	28.17	19.54	14.29	15.81	17.75	22.59	28.53
250 - 500 Million	7	76	17.15	12.50	12.69	15.00	20.85	24.75	17.15	12.50	12.69	15.00	20.85	24.75
> 500 Million	9	339	17.71	14.42	16.33	17.41	19.21	20.65	17.72	14.42	16.33	17.41	19.21	20.65
<b>Organizational Size</b>														
1 - 99 employees	7	13	20.17		16.83	18.10	24.58		20.66		16.83	19.06	25.47	
100 - 249 employees	11	29	19.17	13.63	17.34	18.83	20.83	25.00	20.14	15.56	17.75	19.27	21.55	25.03
250 - 499 employees	11	27	17.50	13.23	15.00	15.88	20.53	24.50	17.53	13.23	15.00	15.88	20.53	24.50
500 - 999 employees	12	246	19.47	14.88	16.07	17.97	22.21	27.97	19.47	14.88	16.07	17.97	22.21	27.97
1,000 or more	11	377	17.42	13.46	15.45	17.41	19.38	20.68	17.42	13.46	15.45	17.41	19.39	20.68