

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
All Firms	53	951	21.05	16.67	18.03	20.51	23.16	26.50	21.06	16.67	18.03	20.52	23.17	26.50	15.98	24.43	1.33	1.47	1.57
THA DISTRICT																			
District 1																			
District 2																			
District 3	6	39	20.30	15.50	16.91	20.29	22.23	25.00	20.30	15.50	16.91	20.29	22.23	25.00	15.99	23.98			
District 4 - Houston																			
District 5 - Dallas	10	279	22.14	18.00	19.95	22.23	23.82	26.60	22.14	18.00	19.95	22.23	23.82	26.60	16.70	26.31			
District - East Texas	5	27	17.65	13.25	15.66	17.25	20.30	21.42	17.65	13.25	15.66	17.25	20.30	21.42					
District 6																			
District 7																			
District 8	11	75	18.97	15.50	17.05	18.24	21.00	23.04	18.97	15.50	17.05	18.24	21.00	23.04	14.67	21.45			
GROSS REVENUE																			
<25 Million	7	30	20.15	15.28	16.80	19.08	22.52	26.27	20.15	15.28	16.80	19.08	22.52	26.27					
25 - 150 Million	11	33	19.23	15.29	17.26	19.14	21.36	23.78	19.23	15.29	17.26	19.14	21.36	23.78	14.55	21.66			
150 Million or more	30	724	20.93	16.69	17.99	20.24	22.93	26.66	20.95	16.69	18.00	20.27	22.93	26.66	15.77	24.04	1.34	1.47	1.54
LICENSED BED SIZE																			
Critical Access																			
0 - 75 Beds	15	52	18.73	14.24	15.62	18.30	20.53	24.96	18.73	14.24	15.62	18.30	20.53	24.96	14.27	21.92			
76 - 250 Beds	9	41	19.59	16.35	17.10	19.40	22.15	22.84	19.59	16.35	17.10	19.40	22.15	22.84	14.87	22.61			
251 or more Beds	17	606	21.18	16.81	18.07	20.36	23.17	27.50	21.19	16.82	18.12	20.37	23.18	27.50	15.96	24.56			1.56
COMMUNITY POPULATION																			
50,000 or less	17	39	18.33	14.26	16.84	18.50	20.07	21.90	18.33	14.26	16.84	18.50	20.07	21.90	14.94	22.33			
50,001 to 100,000	5	19	19.54		16.55	19.87	21.79		19.54		16.55	19.87	21.79		15.60	24.50			
100,001 to 200,000																			
200,001 or more	18	498	21.41	16.80	18.00	20.56	23.52	27.99	21.41	16.80	18.00	20.56	23.52	27.99	16.17	24.71			
OWNERSHIP																			
Government																			
Investor Owned	18	207	19.69	15.63	17.05	19.45	21.59	23.60	19.69	15.63	17.05	19.45	21.59	23.60	15.04	21.60			
Not-for-Profit	30	734	21.50	16.88	18.53	21.00	23.56	27.33	21.51	16.90	18.53	21.02	23.60	27.33	16.29	25.26	1.34	1.48	1.44