

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
All Firms	54	676	18.13	14.47	16.00	17.41	19.60	22.44	18.15	14.47	16.00	17.41	19.60	22.50
Industry Type														
Municipality/Public Works	13	148	18.10	16.00	16.74	17.41	19.60	20.33	18.11	16.00	16.74	17.41	19.60	20.33
Manufacturing	6	21	21.15	15.00	17.80	22.00	23.37	28.00	21.15	15.00	17.80	22.00	23.37	28.00
Healthcare	12	142	18.22	15.60	17.02	17.88	19.71	21.10	18.26	15.80	17.02	17.88	19.71	21.16
Other	23	365	17.94	13.46	15.06	17.04	19.60	23.97	17.96	13.46	15.06	17.04	19.63	24.16
Status														
Profit	15	102	20.57	15.40	16.76	18.27	23.00	29.86	20.63	15.47	16.92	18.37	23.00	29.86
Not-for-Profit	20	238	17.51	13.29	15.02	17.35	19.60	21.50	17.53	13.29	15.06	17.35	19.60	21.50
Government	18	335	17.85	14.56	16.08	17.41	19.36	21.14	17.85	14.56	16.08	17.41	19.36	21.14
Annual Revenue														
<10 Million	5	8	17.35		15.59	16.42	18.05		17.35		15.59	16.42	18.05	
10 - 50 Million	11	49	18.31	13.50	15.23	17.38	20.79	25.00	18.38	13.50	15.45	17.60	20.79	25.00
50 - 250 Million	19	136	19.60	14.73	16.07	17.97	22.05	29.13	19.63	14.74	16.07	17.97	22.05	29.13
250 - 500 Million	6	26	21.29	15.68	18.50	21.44	22.73	28.00	21.29	15.68	18.50	21.44	22.73	28.00
> 500 Million	9	449	17.52	14.42	16.00	17.41	19.11	20.40	17.52	14.42	16.00	17.41	19.11	20.40
Organizational Size														
1 - 99 employees	9	16	18.40		15.00	18.51	20.07		18.55		15.00	18.93	20.31	
100 - 249 employees	11	57	17.59	13.31	15.22	16.68	19.72	24.29	17.65	13.31	15.44	16.80	19.72	24.29
250 - 499 employees	8	46	17.28	14.26	15.64	16.60	18.47	22.23	17.37	14.26	15.83	16.70	18.69	22.32
500 - 999 employees	15	145	20.12	15.46	16.44	18.19	22.44	29.13	20.14	15.46	16.44	18.19	22.44	29.13
1,000 or more	10	411	17.59	14.42	16.00	17.41	19.21	20.65	17.59	14.42	16.00	17.41	19.21	20.65