

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	33	65	16.69	13.85	15.00	16.33	18.56	20.13	16.75	13.85	15.00	16.33	18.56	20.13	14.19	20.73
			34,715	28,808	31,200	33,966	38,605	41,870	34,840	28,808	31,200	33,966	38,605	41,870	29,515	43,118
2022 San Antonio Survey Data	50	474	19.46	16.00	16.92	18.42	20.82	24.95	19.52	16.00	16.96	18.50	20.83	25.00		
			40,477	33,280	35,194	38,314	43,306	51,896	40,602	33,280	35,277	38,480	43,326	52,000		
Percent Difference Above/Below San Antonio Survey			-16.6%	-15.6%	-12.8%	-12.8%	-12.2%	-24.0%	-16.6%	-15.6%	-13.1%	-13.3%	-12.3%	-24.2%		

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	16	24	17.09	13.87	15.00	16.66	18.88	20.93	17.09	13.87	15.00	16.65	18.88	20.93	15.44	21.04
			35,547	28,829	31,200	34,653	39,270	43,534	35,547	28,829	31,200	34,632	39,270	43,534	32,115	43,763
More than \$10,000,000	12	34	16.79	13.78	14.75	16.66	18.60	20.17	16.82	13.78	14.86	16.66	18.60	20.17	13.51	21.18
			34,923	28,662	30,680	34,653	38,688	41,954	34,986	28,662	30,909	34,653	38,688	41,954	28,101	44,054

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