

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	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
Industry Type														
Municipality/Public Works	11	147	19.12	16.55	17.58	18.10	20.38	22.79	19.14	16.55	17.58	18.10	20.38	23.17
Manufacturing														
Healthcare	11	144	19.36	16.50	17.72	18.62	20.71	22.58	19.39	16.50	17.72	18.69	20.71	22.66
Other	24	179	19.81	14.59	16.29	17.70	23.56	27.15	19.93	14.93	16.33	17.70	23.56	27.33
Status														
Profit	16	87	21.43	16.55	18.00	19.54	25.00	29.17	21.66	16.77	18.00	19.54	25.00	29.73
Not-for-Profit	20	314	18.56	16.00	16.90	18.10	19.99	21.91	18.57	16.00	16.90	18.10	19.99	21.91
Government	14	73	20.99	15.96	16.96	20.49	24.06	27.14	21.07	16.16	17.04	20.49	24.07	27.17
Annual Revenue														
<10 Million														
10 - 50 Million	11	66	18.90	15.93	16.43	18.11	20.08	23.80	18.93	15.93	16.43	18.11	20.08	23.80
50 - 250 Million	16	63	19.85	15.42	16.60	19.87	22.82	25.06	19.94	15.42	16.60	19.87	22.82	25.27
250 - 500 Million	5	26	22.34	17.91	20.04	21.70	24.52	27.23	22.34	17.91	20.04	21.70	24.52	27.23
> 500 Million	13	308	19.27	16.00	16.90	18.10	20.38	25.01	19.33	16.00	16.90	18.10	20.38	25.01
Organizational Size														
1 - 99 employees														
100 - 249 employees	12	71	18.90	16.03	16.47	18.08	19.91	23.70	18.92	16.03	16.47	18.08	19.91	23.79
250 - 499 employees	10	49	19.58	15.23	16.39	19.22	21.90	24.90	19.63	15.23	16.39	19.34	21.90	24.90
500 - 999 employees	8	26	19.82	16.13	17.23	19.30	22.61	24.97	20.08	16.13	17.23	19.98	22.64	26.06
1,000 or more	16	322	19.52	16.00	16.92	18.46	20.43	25.82	19.58	16.00	17.00	18.50	20.43	25.82