

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	66	992	21.40	16.78	18.50	20.88	23.56	26.70	21.41	16.78	18.50	20.96	23.56	26.70	16.06	24.93	1.32	2.20	2.16
THA DISTRICT																			
District 1																			
District 2																			
District 3	7	73	18.44	15.00	16.46	18.65	20.06	21.57	18.44	15.00	16.46	18.65	20.06	21.57	15.07	22.65			
District 4 - Houston	5	32	24.67	20.21	21.98	22.64	25.69	33.20	24.67	20.21	21.98	22.64	25.69	33.20	17.10	24.83			
District 5 - Dallas	10	235	22.29	17.30	19.62	21.97	24.60	27.35	22.29	17.30	19.62	21.97	24.60	27.35	16.06	25.59			
District - East Texas	6	52	19.65	14.79	16.94	18.89	21.31	24.23	19.65	14.79	16.94	18.89	21.31	24.23					
District 6																			
District 7	8	160	22.02	18.41	20.00	22.00	24.28	26.70	22.02	18.41	20.00	22.00	24.28	26.70	16.28	24.86			
District 8	16	216	20.36	17.10	18.22	19.66	22.70	24.21	20.37	17.10	18.22	19.76	22.70	24.21	16.11	23.43			
GROSS ANNUAL REVENUE																			
<25 Million	7	13	20.08		18.27	18.64	20.41		20.22		18.32	19.12	20.41		15.40	23.40			
25 - 150 Million	15	85	20.62	15.68	17.51	20.23	23.56	25.32	20.64	15.68	17.51	20.29	23.56	25.32	15.60	24.58			
150 Million or more	30	579	21.07	16.77	18.23	20.48	22.99	26.00	21.08	16.77	18.23	20.50	22.99	26.13	15.57	24.82	1.36	2.29	2.18
LICENSED BED SIZE																			
Critical Access																			
0 - 75 Beds	13	43	22.35	17.45	18.64	22.00	24.88	27.80	22.43	17.45	19.12	22.00	24.88	27.80	17.59	26.41			
76 - 250 Beds	14	65	19.35	14.79	17.03	18.91	21.12	23.80	19.35	14.79	17.03	18.91	21.12	23.80	14.03	23.25			
251 or more Beds	21	634	21.40	16.98	18.69	20.88	23.46	26.48	21.41	16.98	18.69	20.95	23.46	26.60	15.80	25.03	1.32	2.21	2.18
COMMUNITY POPULATION																			
50,000 or less	20	56	21.12	16.65	18.29	21.25	23.39	25.78	21.12	16.65	18.29	21.25	23.39	25.78	17.15	26.03			
50,001 to 100,000	5	26	22.35	15.86	20.50	21.22	24.99	31.02	22.35	15.86	20.50	21.22	24.99	31.02					
100,001 to 200,000	9	152	19.68	16.00	17.44	19.50	21.10	23.78	19.74	16.00	17.44	19.50	21.21	23.78	15.62	23.86			
200,001 or more	19	440	21.00	16.65	18.01	20.00	23.03	26.17	21.01	16.65	18.04	20.00	23.03	26.17	15.38	24.63			
OWNERSHIP																			
Government	9	99	19.68	15.06	16.73	19.23	21.54	24.60	19.68	15.06	16.73	19.23	21.54	24.60	13.78	24.67			
Investor Owned	18	210	19.95	15.86	17.22	19.38	22.17	24.82	19.96	15.86	17.22	19.38	22.17	24.82	15.48	22.27			
Not-for-Profit	35	673	22.10	17.47	19.10	21.62	24.21	27.15	22.11	17.47	19.13	21.65	24.21	27.15	16.59	25.82	1.39	2.32	2.18