

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	55	505	20.77	17.26	18.66	19.48	22.04	26.59	20.86	17.36	18.86	19.58	22.06	26.72
Industry Type														
Municipality/Public Works	10	45	22.26	18.21	20.15	21.91	23.74	27.31	22.29	18.21	20.15	21.91	24.05	27.31
Manufacturing	6	10	19.25		15.17	18.57	22.83		19.49		15.32	19.11	22.83	
Healthcare	15	263	19.92	18.10	18.93	19.39	20.66	21.88	19.97	18.17	18.93	19.39	20.82	21.90
Other	24	187	21.69	16.55	18.00	20.27	24.93	28.02	21.84	16.89	18.04	20.27	24.95	28.05
Status														
Profit	15	81	21.80	16.67	18.18	19.65	24.81	30.46	22.05	16.67	18.36	19.65	25.11	31.31
Not-for-Profit	20	186	20.08	17.00	18.24	19.26	21.20	25.43	20.17	17.14	18.47	19.37	21.27	25.43
Government	20	238	20.96	17.77	18.93	19.96	22.17	25.78	20.99	17.87	18.93	19.96	22.17	25.78
Annual Revenue														
<10 Million	5	9	21.05		20.08	20.56	22.58		21.05		20.08	20.56	22.58	
10 - 50 Million	9	32	20.05	16.67	17.71	19.36	22.41	24.41	20.10	16.67	17.71	19.36	22.41	24.64
50 - 250 Million	19	122	20.62	16.35	18.32	19.72	22.35	25.87	20.68	16.67	18.44	19.80	22.39	25.87
250 - 500 Million	7	23	20.42	17.26	18.00	20.15	21.91	25.18	20.42	17.26	18.00	20.15	21.91	25.18
> 500 Million	14	314	20.86	17.58	18.93	19.39	21.83	27.25	20.97	17.93	18.93	19.39	21.83	27.25
Organizational Size														
1 - 99 employees	6	10	21.76		20.16	21.60	23.17		21.76		20.16	21.60	23.17	
100 - 249 employees	11	49	19.59	16.94	17.69	19.07	21.06	23.85	19.64	16.94	17.69	19.07	21.06	24.24
250 - 499 employees	12	55	20.15	15.27	17.41	19.50	22.32	26.64	20.17	15.28	17.48	19.50	22.32	26.64
500 - 999 employees	7	40	20.05	17.92	18.35	19.39	20.86	24.01	20.09	17.92	18.37	19.54	20.90	24.01
1,000 or more	19	351	21.09	17.79	18.93	19.39	22.17	27.38	21.20	18.04	18.93	19.48	22.22	27.41