

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	62	951	22.41	17.45	19.16	21.89	25.00	28.27	22.41	17.45	19.16	21.89	25.00	28.27	17.26	26.16	1.61	1.96	1.66
THA DISTRICT																			
District 1																			
District 2	5	23	21.22	17.31	18.64	21.84	23.03	25.21	21.29	17.31	18.88	21.84	23.03	25.38					
District 3	6	61	19.70	16.30	17.83	19.37	21.18	23.11	19.70	16.30	17.83	19.37	21.18	23.11	15.68	22.95			
District 4 - Houston	6	84	27.65	20.79	22.79	26.74	32.10	35.40	27.67	20.79	22.79	26.74	32.10	35.40	19.47	30.70			
District 5 - Dallas	10	217	24.86	20.05	22.28	24.92	27.86	29.31	24.86	20.05	22.28	24.92	27.86	29.31	18.37	28.05			
District - East Texas	7	41	18.55	13.94	16.19	18.03	21.51	23.98	18.55	13.94	16.19	18.03	21.51	23.98	14.80	22.60			
District 6																			
District 7	6	151	22.71	19.23	20.33	22.22	25.00	26.87	22.71	19.23	20.33	22.22	25.00	26.87	17.14	24.92			
District 8	16	221	20.99	17.87	18.75	20.16	22.92	24.72	20.99	17.87	18.75	20.16	22.92	24.72	17.48	24.34			
GROSS ANNUAL REVENUE																			
<25 Million	7	17	18.97		16.27	19.06	20.90		18.97		16.27	19.06	20.90						
25 - 150 Million	15	52	22.30	18.59	19.05	22.14	24.28	27.03	22.35	18.70	19.28	22.14	24.28	27.03	17.32	26.37			
150 Million or more	40	882	22.48	17.50	19.24	21.92	25.12	28.39	22.48	17.50	19.24	21.92	25.12	28.39	17.27	26.17	1.62	1.97	1.67
LICENSED BED SIZE																			
Critical Access																			
0 - 75 Beds	15	51	22.12	16.45	18.80	22.07	24.56	27.03	22.14	16.45	18.88	22.07	24.56	27.03	17.24	25.86			
76 - 250 Beds	15	53	20.08	15.98	18.02	19.50	22.23	24.03	20.12	15.98	18.02	19.76	22.23	24.03	17.04	25.94			
251 or more Beds	28	819	22.69	17.76	19.48	22.03	25.21	28.89	22.69	17.76	19.48	22.03	25.21	28.89	17.36	26.29	1.59	1.89	1.71
COMMUNITY POPULATION																			
50,000 or less	21	82	20.67	15.91	17.76	20.52	23.23	25.15	20.69	15.91	17.76	20.52	23.23	25.15	16.22	24.83	1.86	2.72	
50,001 to 100,000																			
100,001 to 200,000	10	146	20.02	16.44	17.88	19.50	21.74	23.53	20.02	16.44	17.88	19.50	21.74	23.53	15.99	23.52	1.70	2.19	2.30
200,001 or more	19	458	22.90	17.75	19.11	22.53	25.63	28.94	22.90	17.75	19.11	22.53	25.63	28.94	17.68	27.26			
OWNERSHIP																			
Government	9	116	22.53	15.91	18.64	22.51	26.75	28.94	22.54	15.91	18.82	22.51	26.75	28.94	16.15	29.32	1.70	2.13	
Investor Owned	19	217	20.27	16.31	17.86	19.50	22.42	25.17	20.27	16.31	17.86	19.50	22.42	25.17	15.36	22.06			
Not-for-Profit	32	616	23.14	18.60	20.00	22.31	25.38	28.89	23.14	18.60	20.00	22.31	25.38	28.89	18.18	27.04	1.57	1.84	1.49