

**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
<b>All Organizations</b>	29	67	18.02	14.97	16.00	17.33	19.50	21.57	18.03	14.97	16.00	17.33	19.50	21.94	15.76	20.85
			37,482	31,138	33,280	36,046	40,560	44,866	37,502	31,138	33,280	36,046	40,560	45,635	32,781	43,368
2023 San Antonio Survey Data	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		
			43,202	35,901	38,813	40,518	45,843	55,307	43,389	36,109	39,229	40,726	45,885	55,578		
Percent Difference Above/Below San Antonio Survey			-15.3%	-15.3%	-16.6%	-12.4%	-13.0%	-23.3%	-15.7%	-16.0%	-17.9%	-13.0%	-13.1%	-21.8%		

**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	12	21	18.58	15.00	16.58	18.19	20.90	21.57	18.62	15.00	16.58	18.19	20.90	21.94	16.05	20.85
			38,646	31,200	34,486	37,835	43,472	44,845	38,730	31,200	34,486	37,835	43,472	45,635	33,384	43,368
More than \$10,000,000	13	36	17.80	14.37	15.38	17.30	19.48	22.79	17.80	14.37	15.38	17.30	19.48	22.79	15.51	20.52
			37,024	29,869	31,990	35,984	40,518	47,382	37,024	29,869	31,990	35,984	40,518	47,382	32,261	42,682

Budget revenue and annual additional cash compensation categories are not reported when less than 5 organizations provided data.

	Pay Grade	Min	Mid	Max
<b>RECOMMENDED PAY GRADE AND RANGE</b>	10	14.49	18.12	21.74
		30,139	37,690	45,219