

Job # : 0122 **Job Title:** Receptionist (Clerk)

Job Description: Receives visitors and determines nature of business and directs person to desired location. Answers calls to receive incoming messages and gives general information. May perform routine clerical duties.

Status: Nonexempt

Education/Certification: High School Diploma

Experience: 0-1 year

	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	26	125	17.37	14.00	15.00	16.50	19.26	21.73	17.50	14.00	15.00	16.50	19.69	21.73
Industry Type														
Municipality/Public Works														
Manufacturing														
Healthcare	8	79	16.06	13.56	14.42	15.45	17.19	19.82	16.20	13.56	14.42	15.46	17.51	20.19
Other	14	42	19.82	16.50	17.55	19.35	21.30	23.40	19.95	16.50	17.55	19.69	21.58	23.40
Status														
Profit	13	54	17.49	14.00	14.60	16.25	19.31	23.02	17.80	14.02	14.91	16.50	20.00	23.02
Not-for-Profit	7	42	18.46	15.30	15.93	17.97	21.00	22.81	18.46	15.30	15.93	17.97	21.00	22.81
Government	6	29	15.56	12.03	13.47	15.45	17.55	19.02	15.56	12.03	13.47	15.45	17.55	19.02
Annual Revenue														
<10 Million														
10 - 50 Million														
50 - 250 Million	7	58	15.55	13.02	14.00	15.00	17.09	19.02	15.79	13.02	14.02	15.16	17.27	19.73
250 - 500 Million	8	26	19.64	15.48	17.51	18.93	21.05	25.04	19.71	15.48	17.51	19.41	21.05	25.04
> 500 Million	8	29	19.29	15.25	16.00	19.18	21.31	23.44	19.31	15.25	16.00	19.18	21.59	23.44
Organizational Size														
1 - 99 employees														
100 - 249 employees														
250 - 499 employees	10	46	16.72	12.62	14.61	16.50	18.26	21.96	16.78	12.62	14.61	16.50	18.53	21.97
500 - 999 employees														
1,000 or more	8	31	19.95	15.50	17.55	19.96	21.61	23.40	19.98	15.50	17.55	19.96	21.61	23.40