

**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
<b>All Firms</b>	57	799	22.57	17.51	19.67	21.82	24.75	28.89	22.57	17.51	19.69	21.82	24.75	28.89	17.59	27.01	1.43	1.64	1.38
<b>THA DISTRICT</b>																			
District 1																			
District 2	6	21	22.58	18.36	19.48	22.93	24.22	27.06	22.66	18.48	19.72	22.93	24.38	27.06					
District 3	8	80	19.15	15.84	17.00	19.40	20.95	23.00	19.15	15.84	17.00	19.40	20.95	23.00	16.12	23.16			
District 4 - Houston	6	82	27.90	20.50	22.60	27.22	32.67	36.45	27.90	20.50	22.60	27.22	32.67	36.45	19.90	31.33			
District 5 - Dallas	8	170	24.92	19.88	21.87	24.88	27.89	30.20	24.92	19.88	21.87	24.88	27.89	30.20	18.49	29.28			
District - East Texas	6	21	20.69	15.75	18.16	20.42	23.79	25.07	20.69	15.75	18.16	20.42	23.79	25.07					
District 6																			
District 7																			
District 8	12	88	20.26	16.40	17.53	19.71	21.74	24.64	20.26	16.40	17.53	19.71	21.74	24.64	15.16	23.11			
<b>GROSS ANNUAL REVENUE</b>																			
<25 Million																			
25 - 150 Million	15	69	22.85	18.07	19.56	22.75	25.33	28.71	22.86	18.07	19.69	22.75	25.33	28.71	17.48	26.32			
150 Million or more	38	721	22.58	17.54	19.70	21.80	24.75	28.96	22.58	17.54	19.70	21.80	24.75	28.96	17.62	27.11	1.43	1.64	1.38
<b>LICENSED BED SIZE</b>																			
Critical Access																			
0 - 75 Beds	15	75	21.51	16.11	17.48	21.01	24.42	28.08	21.53	16.11	17.48	21.01	24.42	28.08	15.71	24.83			
76 - 250 Beds	15	112	21.63	19.12	19.93	21.25	22.61	25.15	21.63	19.12	19.93	21.25	22.61	25.15	16.25	24.18	1.27	1.33	1.22
251 or more Beds	24	603	22.88	17.79	19.76	21.98	25.17	29.32	22.88	17.79	19.76	21.98	25.17	29.32	18.06	27.77	1.46	1.70	1.41
<b>COMMUNITY POPULATION</b>																			
50,000 or less	18	56	21.83	17.45	19.78	21.51	24.44	26.04	21.84	17.45	19.78	21.51	24.56	26.04	17.44	26.23			
50,001 to 100,000	6	37	24.58	20.40	22.18	24.51	26.78	30.94	24.58	20.40	22.18	24.51	26.78	30.94	18.17	27.82			
100,001 to 200,000	9	149	20.21	16.26	17.55	19.98	21.96	24.12	20.21	16.26	17.55	19.98	21.96	24.12	16.65	24.33			
200,001 or more	17	358	22.73	17.77	19.67	21.57	25.04	29.05	22.74	17.77	19.67	21.57	25.04	29.05	18.03	28.03			
<b>OWNERSHIP</b>																			
Government	8	16	22.05		19.88	21.92	24.15		22.09		19.88	21.92	24.38		16.15	26.05			
Investor Owned	14	123	20.05	16.05	17.31	19.76	21.86	24.52	20.05	16.05	17.31	19.76	21.86	24.52	15.97	22.55			
Not-for-Profit	32	603	23.19	18.86	20.11	22.36	25.26	29.23	23.19	18.86	20.11	22.36	25.26	29.23	18.01	27.29	1.46	1.66	1.39