

SECRETARY & ADMINISTRATIVE ASSISTANT

WHAT WILL I BE DOING?

- Prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet, database or presentation software
- Answer phone calls and direct calls to appropriate parties or take messages
- Attend meetings to record minutes
- Greet visitors and determine whether they should be given access to specific individuals
- Make travel arrangements
- Prepare responses to correspondence containing routine inquiries

NATIONAL, STATE AND LOCAL WAGE INFORMATION

	Entry Level Hourly Wage	2016 Employment	Projected 2026 Employment
Capital Area	\$12.54	28,372	28,116
Texas	\$11.65	188,315	183,094
United States	\$12.37	2,250,200*	2,022,600*

WHAT JOB TITLES SHOULD I SEARCH FOR?

- Secretary
- Administrative Assistant

WHERE COULD I WORK?

- Elementary and Secondary Schools
- Religious Organizations
- Local Government, Except Education
- Colleges, Universities and Professional Schools
- State Government, Except Education

KNOWLEDGE AND SKILLS NEEDED

WHAT TYPE OF EDUCATION AND/OR TRAINING WILL I NEED?

Workers in occupations at this level can develop the skills needed for average job performance after obtaining a high school diploma or equivalent and receiving on-the-job training.

WILL I NEED A SPECIAL LICENSE OR CERTIFICATION?

Many occupations prefer or require at least one certification for entry or advancement.

Primary Data Sources: Texas Workforce Commission at texaslmi.com, JobsEQ at jobseq.eqsuite.com, Bureau of Labor Statistics at bls.gov, and CareerOneStop at careerinfonet.org , 2019, *US projections are for 2019-2029



Connecting People to Jobs

OCCUPATIONAL PROFILE

For Staff Use
SOC: 43-6014
CIP: 52.0401

SECRETARY & ADMINISTRATIVE ASSISTANT

CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2021)

Administrative Services Manager

Hourly Wages

- Entry Level: \$36.03
- Median Level: \$51.43

Typical Education & Experience

- Bachelor's Degree
- Less than 5 years experience

365 new & replacement positions between 2018-2028

*Management Analyst

Hourly Wages

- Entry Level: \$28.40
- Median Level: \$41.11

Typical Education & Experience

- Associate's or Bachelor's Degree
- Less than 5 years experience

795 new & replacement positions between 2018-2028

Executive Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$21.67
- Median Level: \$28.22

Typical Education & Experience

- High School Diploma or Equivalent
- Less than 5 years experience

*Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$12.54
- Median Level: \$17.64

Typical Education & Experience

- High School Diploma or Equivalent
- Short-term on-the-job training

This Career Ladder is for illustrative purposes and does not display all pathways for career advancement. For more information or feedback email: CareerLadder@wfscapitalarea.com

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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice). www.wfscapitalarea.com

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Bureau of Labor Statistics at bls.gov, and CareerOneStop at careerinfonet.org 2018



OCCUPATIONAL PROFILE

