

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 | \$12.51 | 17,009 | 16,818 |
| Texas | \$11.45 | 186,752 | 187,584 |
| United States | \$12.37 | 2,536,200 | 2,371,300 |

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, national data 2019



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: \$35.75
- Median Level: \$52.67

70 new & replacement positions between 2016-2026

*Management Analyst

Hourly Wages

- Entry Level: \$26.30
- Median Level: \$39.17

146 new & replacement positions between 2016-2026

Executive Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$21.43
- Median Level: \$27.81

250 new & replacement positions between 2016-2026

Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$12.51
- Median Level: \$17.55

760 new & replacement positions between 2016-2026

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

A proud partner of the [americanjobcenter](#) network

Workforce Solutions Capital Area is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available, upon request, to persons with disabilities.

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

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 2018

OCCUPATIONAL PROFILE

