# CCUPATIONAL PROFI

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# 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			
	2019 Entry Level Hourly Wage	2018 Employment	Projected 2028 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?

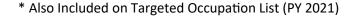
Many occupations prefer or require at least one certification for entry or advancement.

For Staff Use SOC: 43-6014 CIP: 52.0401

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

# SECRETARY & ADMINISTRATIVE ASSISTANT

# CAPITAL AREA CAREER LADDER



#### Administrative Services Manager

#### **Hourly Wages**

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• 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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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



