

Administrative Assistants/ Executive Secretaries



Occupational Profile

DOES THIS DESCRIBE YOU?

Work Interests involve descriptive categories (compatible with Holland's Model) attributed to success in this career:

- **Relationships** – Provide service to others in noncompetitive environment.
- **Support** – Management backing.
- **Working Conditions**— Job security; good working conditions

Work Styles depict worker characteristics conducive for this career:

- **Integrity**
- **Attention to Detail**
- **Dependability**
- **Cooperation**
- **Concern for Others**

Work Values are associated with aspects of work that provide satisfaction in this career:

- **Relationships** – Provide service to others in noncompetitive environment.
- **Support** – Management backing.
- **Working Conditions**—Job security; good working conditions.

Aptitudes reflect an ability to acquire skills and knowledge for success in this career:

- **Written Comprehension**
- **Oral Comprehension**
- **Oral Expression**
- **Speech Recognition**
- **Written Expression**

Sources (including additional requirements): <https://www.careerkey.org/choose-a-career/holland-personality-types.html#.WUOAGovyujA>; <https://www.onetonline.org/>; and <https://www.iowaworkforcedevelopment.gov/career-exploration-resources>

OVERVIEW

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Belongs to the Business and Administration career cluster and Administrative and Information Support career pathway.

SKILLS & KNOWLEDGE NEEDED

Basic Skills:

- Reading Comprehension
- Active Listening
- Writing
- Speaking
- Service Orientation

Technology Skills:

- Accounting Software
- Data Base User Interface and Query Software
- Enterprise Resource Planning Software
- Graphics or Photo Imaging Software
- Project Management Software

Knowledge:

- Clerical
- English Language
- Customer and Personal Service
- Computers and Electronics
- Administration and Management

ESTIMATED & PROJECTED EMPLOYMENT

| Occupational Title | 2014 Estimated Employment | 2024 Projected Employment | 2014-24 Employment Change | Annual Growth Rate (%) | Total Annual Openings |
|---|---------------------------------|---------------------------------|---------------------------------|------------------------------|-----------------------------|
| Total, All Occupations | 1,795,100 | 1,949,240 | 154,140 | 0.9 | 58,145 |
| Office & Administrative Support Occupations | 249,885 | 262,910 | 13,030 | 0.5 | 6,885 |
| Executive Secretaries & Executive Administrative Assistants | 13,015 | 12,725 | -290 | -0.2 | 135 |

Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>

2017 WAGE & SALARY (\$)

| Occupational Title | Mean Wage | Mean Salary | Entry Wage | Entry Salary | Exp Wage | Exp Salary |
|---|--------------|----------------|---------------|-----------------|-------------|---------------|
| Total All Occupations | 20.93 | 43,539 | 10.09 | 20,991 | 26.35 | 54,813 |
| Office & Administrative Support Occupations | 16.83 | 35,013 | 10.89 | 22,645 | 19.81 | 41,198 |
| Executive Secretaries & Administrative Assistants | 22.33 | 46,440 | 15.86 | 32,991 | 25.56 | 53,165 |

Source: <https://www.iowaworkforcedevelopment.gov/occupational-employment-and-wages>

EDUCATION & TRAINING



Education

High School Diploma

Work Experience

1 to 5 years

Job Training

None

A diploma is required for administrative assistant positions with many preferring applicants with two-year degrees and sufficient work experience in an office environment. Licenses, certificates, and/or commissions may be required. Sources: <https://www.iowaworkforcedevelopment.gov/occupational-projections>, https://www.bls.gov/emp/ep_education_training_system.htm, and <https://www.iowaworkforcedevelopment.gov/iowa-licensed-occupations>

NATIONAL CAREER READINESS CERTIFICATE (NCRC)

| Skill | Median Skill Level | Minimum Skill Level | Maximum Skill Level |
|-----------------------------|--------------------|---------------------|---------------------|
| Applied Mathematics | 4 | 3 | 6 |
| Locating Information | 4 | 3 | 6 |
| Reading for Information | 4 | 3 | 6 |
| Applied Technology | n.a. | n.a. | n.a. |
| Business Writing | 4 | 3 | 5 |
| Workplace Observation | 2 | 1 | 2 |
| Listening for Understanding | 3 | 3 | 3 |

An ACT assessment-based credential issued in determining essential work skills needed for employment success across industries and occupations. The greater the score, the greater the skill level (Bronze = 3, Silver = 4, Gold = 5, Platinum = 6 & higher). Source: <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html>

PRIMARY INDUSTRY SECTORS

(Where are Administrative Assistants Employed?)

Educational Services
 Professional, Scientific, and Technical Services
 Insurance Carriers and Related
 Local Government
 State Government
 Religious, Grantmaking, Civic, Professional
 Credit Intermediation and Related
 Hospitals
 Administrative and Support Services
 Management of Companies/Enterprises
 Ambulatory Health Care Services
 Merchant Wholesalers
 Specialty Trade Contractors

ADDITIONAL SOURCES:

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Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>