


	Current Number of Workers 2006	Projected Number of Workers 2016	% Change to 2016	Average Annual Openings	 <b>Executive Secretaries/Admin Assistants</b> <b>SOC # 43-6011</b>	
<b>Regional</b>	1750	2100	20.00%	65		
<b>Texas</b>	149,850	182,750	22.00%	5675		
<b>Education/ Training Time</b>	<b>Is License Required?</b>	<b>Wage Rate \$/Hr. 2008 Regionally</b>	<b>Percent Female</b>	<b>Average Age</b>	<b>Job Turnover</b>	<b>Why Most Job Openings Occur</b>
1—2 years	Industry Certification (Computer)	\$15.37	57.9%	43.5	Average	Growth

#### JOB DESCRIPTION

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. May also train and supervise lower-level clerical staff.

#### WHERE DO WORKERS FIND JOBS?

State Government, Except Education  
 Colleges, Universities, and Professional Schools  
 Local Government, Except Education  
 Depository Credit Intermediation  
 Elementary and Secondary Schools  
 Offices of Physicians  
 Employment Services  
 General Medical and Surgical Hospitals  
 Architectural, Engineering, and Related Services  
 Accounting, Tax Preparation, Bookkeeping, and Payroll Services

#### RELATED COLLEGE PROGRAMS

CIP 520401 Administrative Assistant and Secretarial Science, General  
 CIP 520402 Executive Assistant/Executive Secretary

#### IMPORTANT KNOWLEDGE

##### ARTS AND HUMANITIES

\* English Language

##### BUSINESS AND MANAGEMENT

\* Administration and Management

\* Clerical

##### ENGINEERING AND TECHNOLOGY

\* Computers and Electronics

#### IMPORTANT SKILLS

##### CONTENT

- \* Active Listening
- \* Reading Comprehension.
- \* Speaking
- \* Writing

##### PROCESS

- \* Critical Thinking

##### RESOURCE MANAGEMENT SKILLS

- \* Time Management

#### IMPORTANT ABILITIES

##### AUDITORY AND SPEECH ABILITIES

- \* Speech Clarity

##### VERBAL ABILITIES

- \* Oral Comprehension
- \* Oral Expression
- \* Written Comprehension
- \* Written Expression

## **NATURE OF THE WORK: Executive Secretaries/Admin Assistants**

As the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained much the same: Performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

Secretaries and administrative assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail. They also may handle travel and guest arrangements.

Secretaries and administrative assistants are aided in these tasks by a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems. In addition, secretaries and administrative assistants often use computers to do tasks previously handled by managers and professionals: create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents using desktop publishing software and digital graphics. They also may negotiate with vendors, maintain and examine leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources. At the same time, managers and professionals have assumed many tasks traditionally assigned to secretaries and administrative assistants, such as keyboarding and answering the telephone. Because secretaries and administrative assistants often are not responsible for dictation and word processing, they have time to support more members of the executive staff. In a number of organizations, secretaries and administrative assistants work in teams to work flexibly and share their expertise.

Specific job duties vary with experience and titles. Executive secretaries and administrative assistants, for example, may perform fewer clerical tasks than do secretaries. In addition to arranging conference calls and scheduling meetings, they may handle more complex responsibilities such as conducting research, preparing statistical reports, training employees, and hiring and supervising other clerical staff.

Some secretaries and administrative assistants, such as legal and medical secretaries, perform highly specialized work requiring knowledge of technical terminology and procedures. For instance, legal secretaries prepare correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or a paralegal. They also may review legal journals and assist with legal research—for example, by verifying quotes and citations in legal briefs. Medical secretaries transcribe dictation, prepare correspondence, and assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Most medical secretaries need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures. Other technical secretaries who assist engineers or scientists may prepare correspondence, maintain their organization's technical library, and gather and edit materials for scientific papers.