

The Employers Association

43.04 Administrative Assistant/Secretary, Level I

Performs a broad range of typing, clerical, and administrative duties, which are fairly routine. Activities include recording/transcribing dictation, screening mail, receiving visitors and phone calls for superior(s), maintaining files or record systems, scheduling appointments, and answering general questions. May compose routine correspondence within established guidelines. This is an entry-level position that typically requires up to 2 years of related experience.

	Base Pay									Established Ranges		Variable Pay		
	No. of Cos.	No. of Emps.	Average	Weighted Average	Interquartile Ranges			Extremes		Cos.	Minimum	Maximum	Cos.	Average
					25th	Median	75th	10th	90th					
Metrolina - Total	73	577	\$30,931.83	\$31,059.50	\$27,198.00	\$30,388.21	\$32,958.00	\$24,104.80	\$40,297.20	33	\$26,155.74	\$38,461.93	10	\$1,964.38
Company Size														
1-49 Employees	12	19	\$30,063.80	\$34,829.77	\$23,852.50	\$28,376.00	\$35,971.00	\$23,017.28	\$42,700.00	1	\$0.00	\$0.00	3	\$1,250.00
50-99 Employees	20	40	\$29,752.77	\$27,876.53	\$26,263.75	\$29,562.00	\$31,800.00	\$24,024.00	\$35,722.58	9	\$24,770.36	\$36,337.60	2	\$0.00
100-249 Employees	16	34	\$30,589.09	\$30,157.67	\$28,427.20	\$30,465.57	\$31,707.75	\$22,880.00	\$38,913.00	5	\$27,384.80	\$37,121.80	1	\$0.00
250-499 Employees	6	49	\$32,793.55	\$31,090.33	\$29,264.21	\$31,206.00	\$36,147.75	\$0.00	\$0.00	2	\$0.00	\$0.00	0	\$0.00
500+ Employees	19	435	\$32,421.88	\$31,253.65	\$30,035.20	\$31,866.00	\$34,210.00	\$25,500.00	\$40,724.00	16	\$26,743.64	\$39,456.65	4	\$1,034.00
Geographic Area														
Mecklenburg	54	509	\$31,021.79	\$30,992.93	\$27,928.75	\$30,465.57	\$33,171.25	\$25,085.00	\$38,782.50	22	\$25,973.86	\$38,719.60	9	\$2,049.64
Cabarrus, Iredell, Rowan	11	50	\$30,324.51	\$30,363.30	\$24,960.00	\$29,880.00	\$32,781.00	\$23,180.40	\$41,996.40	8	\$24,460.30	\$35,951.33	1	\$0.00
York, Chester, Lancaster	4	5	\$28,264.30	\$27,187.44	\$0.00	\$29,717.60	\$0.00	\$0.00	\$0.00	1	\$0.00	\$0.00	0	\$0.00
Industry Type														
Mfg. Non-Durables	9	31	\$31,418.56	\$35,285.90	\$27,679.50	\$30,742.00	\$33,200.00	\$26,666.00	\$43,000.00	4	\$29,098.75	\$38,190.60	0	\$0.00
Mfg. Durables	11	42	\$31,023.73	\$30,006.30	\$27,352.00	\$31,200.00	\$35,769.76	\$21,632.00	\$41,118.00	4	\$28,260.50	\$37,560.00	2	\$0.00
Construction	4	18	\$28,303.75	\$32,174.17	\$0.00	\$28,527.50	\$0.00	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00
Whls./Dist./Transp.	8	13	\$29,910.58	\$31,030.38	\$25,924.90	\$30,906.10	\$33,693.00	\$0.00	\$0.00	1	\$0.00	\$0.00	0	\$0.00
Personal Services	6	34	\$29,277.00	\$30,583.12	\$24,845.00	\$30,059.00	\$32,724.00	\$0.00	\$0.00	2	\$0.00	\$0.00	1	\$0.00
Business Services	12	39	\$33,774.87	\$30,677.37	\$26,644.50	\$30,623.24	\$41,414.25	\$24,960.00	\$46,023.70	5	\$26,278.40	\$38,369.60	3	\$1,393.33
Util./Comm./Media	4	26	\$37,503.75	\$34,031.50	\$0.00	\$37,467.00	\$0.00	\$0.00	\$0.00	4	\$29,408.00	\$44,100.25	3	\$985.33
NfP/Gov't/Relig.	19	374	\$28,974.75	\$30,651.23	\$27,096.00	\$29,880.00	\$30,784.00	\$24,382.00	\$31,138.58	12	\$24,104.00	\$37,960.92	0	\$0.00

Note: A zero is reported where there is insufficient data for reporting purposes.