

# Executive Secretary / Administrative Assistant

## PANHANDLE

*Average Wage*  
\$15.36

*Average Annual  
Job Openings*  
75

*Employment in*  
2004    2014  
2,250   2,550

## TEXAS

*Average Wage*  
\$17.79

*Average Annual  
Job Openings*  
5,025

*Employment in*  
2004    2014  
137,100   161,100

## UNITED STATES

*Employment in*  
2006  
1,487,310

*Female*    58%  
*Minority*   19%

## EMPLOYMENT CODES

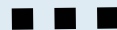
OES 55108

O\*NET 43-6011.00

*Executive Secretaries  
and Administrative Assistants*

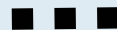
## JOB DESCRIPTION

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.



## SKILLS AND APTITUDES NEEDED

- ◆ Knowledge of software application, such as word processing, spreadsheets, and database management
- ◆ Proficiency in keyboarding, spelling, punctuation, grammar, and oral communication
- ◆ Good interpersonal skills, discretion, and judgment
- ◆ Organizational and management abilities
- ◆ Initiative and the ability to work independently



Office automation and organizational restructuring have led executive secretaries and administrative assistants to assume a wider range of responsibilities once reserved for managerial and professional staff. Many executive secretaries and administrative assistants now provide orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies.

Their core responsibilities include performing and coordinating an office's administrative activities: storing, retrieving, and integrating information for dissemination to staff and clients. They serve as information managers for an office, schedule appointments, organize and maintain paper and electronic files, manage projects and provide information via the telephone, postal mail, and e-mail. They may also prepare correspondence and handle travel arrangements.

## PANHANDLE AREA PUBLIC TRAINING PROVIDERS

Training Provider	Direct	Related	Education Offering
<b>Amarillo College</b> Amarillo, Dumas, Hereford	√	√	A.A.S (Associate in Applied Science Degree), Office Administration and Office Administration Information Management Specialist Majors  Certificate of Completion (Office Administration Professional or Office Technology)
<b>Clarendon College</b> Clarendon, Pampa	√	√	A.A.S (Associate in Applied Science Degree), Office Technology Major  Certificate of Completion (Office Technology)
<b>Frank Phillips College</b> Borger, Perryton	√	√	A.A.S (Associate in Applied Science Degree), Administrative Assistant Major  Certification of Completion (General Office Occupations)

For information on Panhandle Area private training providers or public training providers outside of the Panhandle Area, please refer to the Resource Index.

### LICENSE/CERTIFICATION

Optional: International Association of Administrative Professionals Certification

Optional: Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Certification

### HIGHEST EMPLOYMENT LEVELS BY INDUSTRY

State Government	27%
Local Government	6%
Religious Organizations	6%
Colleges/Universities/Professional Schools	5%
Depository Credit Intermediation	3%
Elementary/Secondary Schools	3%
General Medical/Surgical Hospitals	3%
Physician Offices	2%

### FOR MORE INFORMATION

International Association of Administrative Professionals, 10502 NW Ambassador Dr., P.O. Box 20402, Kansas City, MO 64195-0404, <http://www.iaap-hq.org>

For additional website sources, please refer to the Resource Index.

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