

Job # : 0300

Job Title: Administrative Assistant

Job Description:

Provides administrative support for mid-level managers to include: scheduling, tracking, and reporting information. Provides clerical support to include typing, answering calls, and opening mail.

Education:

High School Diploma

|                       | No. of Orgs | No. of Empl | Hourly Base Wage |            |            |       |            |            | Hourly Total Cash Compensation |            |            |       |            |            | Pay Range |         | Hourly Shift Differential |       |         |
|-----------------------|-------------|-------------|------------------|------------|------------|-------|------------|------------|--------------------------------|------------|------------|-------|------------|------------|-----------|---------|---------------------------|-------|---------|
|                       |             |             | Avg              | 10th %tile | 25th %tile | Med   | 75th %tile | 90th %tile | Avg                            | 10th %tile | 25th %tile | Med   | 75th %tile | 90th %tile | Avg Min   | Avg Max | Evening                   | Night | Weekend |
| All Firms             | 57          | 799         | 22.57            | 17.51      | 19.67      | 21.82 | 24.75      | 28.89      | 22.57                          | 17.51      | 19.69      | 21.82 | 24.75      | 28.89      | 17.59     | 27.01   | 1.43                      | 1.64  | 1.38    |
| THA DISTRICT          |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| District 1            |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| District 2            | 6           | 21          | 22.58            | 18.36      | 19.48      | 22.93 | 24.22      | 27.06      | 22.66                          | 18.48      | 19.72      | 22.93 | 24.38      | 27.06      |           |         |                           |       |         |
| District 3            | 8           | 80          | 19.15            | 15.84      | 17.00      | 19.40 | 20.95      | 23.00      | 19.15                          | 15.84      | 17.00      | 19.40 | 20.95      | 23.00      | 16.12     | 23.16   |                           |       |         |
| District 4 - Houston  | 6           | 82          | 27.90            | 20.50      | 22.60      | 27.22 | 32.67      | 36.45      | 27.90                          | 20.50      | 22.60      | 27.22 | 32.67      | 36.45      | 19.90     | 31.33   |                           |       |         |
| District 5 - Dallas   | 8           | 170         | 24.92            | 19.88      | 21.87      | 24.88 | 27.89      | 30.20      | 24.92                          | 19.88      | 21.87      | 24.88 | 27.89      | 30.20      | 18.49     | 29.28   |                           |       |         |
| District - East Texas | 6           | 21          | 20.69            | 15.75      | 18.16      | 20.42 | 23.79      | 25.07      | 20.69                          | 15.75      | 18.16      | 20.42 | 23.79      | 25.07      |           |         |                           |       |         |
| District 6            |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| District 7            |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| District 8            | 12          | 88          | 20.26            | 16.40      | 17.53      | 19.71 | 21.74      | 24.64      | 20.26                          | 16.40      | 17.53      | 19.71 | 21.74      | 24.64      | 15.16     | 23.11   |                           |       |         |
| GROSS ANNUAL REVENUE  |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| <25 Million           |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| 25 - 150 Million      | 15          | 69          | 22.85            | 18.07      | 19.56      | 22.75 | 25.33      | 28.71      | 22.86                          | 18.07      | 19.69      | 22.75 | 25.33      | 28.71      | 17.48     | 26.32   |                           |       |         |
| 150 Million or more   | 38          | 721         | 22.58            | 17.54      | 19.70      | 21.80 | 24.75      | 28.96      | 22.58                          | 17.54      | 19.70      | 21.80 | 24.75      | 28.96      | 17.62     | 27.11   | 1.43                      | 1.64  | 1.38    |
| LICENSED BED SIZE     |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| Critical Access       |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| 0 - 75 Beds           | 15          | 75          | 21.51            | 16.11      | 17.48      | 21.01 | 24.42      | 28.08      | 21.53                          | 16.11      | 17.48      | 21.01 | 24.42      | 28.08      | 15.71     | 24.83   |                           |       |         |
| 76 - 250 Beds         | 15          | 112         | 21.63            | 19.12      | 19.93      | 21.25 | 22.61      | 25.15      | 21.63                          | 19.12      | 19.93      | 21.25 | 22.61      | 25.15      | 16.25     | 24.18   | 1.27                      | 1.33  | 1.22    |
| 251 or more Beds      | 24          | 603         | 22.88            | 17.79      | 19.76      | 21.98 | 25.17      | 29.32      | 22.88                          | 17.79      | 19.76      | 21.98 | 25.17      | 29.32      | 18.06     | 27.77   | 1.46                      | 1.70  | 1.41    |
| COMMUNITY POPULATION  |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| 50,000 or less        | 18          | 56          | 21.83            | 17.45      | 19.78      | 21.51 | 24.44      | 26.04      | 21.84                          | 17.45      | 19.78      | 21.51 | 24.56      | 26.04      | 17.44     | 26.23   |                           |       |         |
| 50,001 to 100,000     | 6           | 37          | 24.58            | 20.40      | 22.18      | 24.51 | 26.78      | 30.94      | 24.58                          | 20.40      | 22.18      | 24.51 | 26.78      | 30.94      | 18.17     | 27.82   |                           |       |         |
| 100,001 to 200,000    | 9           | 149         | 20.21            | 16.26      | 17.55      | 19.98 | 21.96      | 24.12      | 20.21                          | 16.26      | 17.55      | 19.98 | 21.96      | 24.12      | 16.65     | 24.33   |                           |       |         |
| 200,001 or more       | 17          | 358         | 22.73            | 17.77      | 19.67      | 21.57 | 25.04      | 29.05      | 22.74                          | 17.77      | 19.67      | 21.57 | 25.04      | 29.05      | 18.03     | 28.03   |                           |       |         |
| OWNERSHIP             |             |             |                  |            |            |       |            |            |                                |            |            |       |            |            |           |         |                           |       |         |
| Government            | 8           | 16          | 22.05            |            | 19.88      | 21.92 | 24.15      |            | 22.09                          |            | 19.88      | 21.92 | 24.38      |            | 16.15     | 26.05   |                           |       |         |
| Investor Owned        | 14          | 123         | 20.05            | 16.05      | 17.31      | 19.76 | 21.86      | 24.52      | 20.05                          | 16.05      | 17.31      | 19.76 | 21.86      | 24.52      | 15.97     | 22.55   |                           |       |         |
| Not-for-Profit        | 32          | 603         | 23.19            | 18.86      | 20.11      | 22.36 | 25.26      | 29.23      | 23.19                          | 18.86      | 20.11      | 22.36 | 25.26      | 29.23      | 18.01     | 27.29   | 1.46                      | 1.66  | 1.39    |