

Average 1999 US Salary Ranges, Administrative/Secretarial (OfficeTeam 1999 Salary Guide)

- Administrative Assistant \$20,000-\$25,500
- Senior Administrative Assistant \$23,500-\$36,000
- Executive Assistant \$26,000-\$34,000
- Senior Executive Assistant \$32,000-\$45,500
- Office Manager (up to 5 years exp.) \$25,000-\$32,000
- Senior Office Manager (5+ yearsexp.) \$32,500-\$43,000
- Specialized Medical Secretary \$26,000-\$36,000
- Desktop Publishing Specialist \$27,000-\$38,000

Number of Executives Supported

- One 40.0%
- 2-3 38.6%
- 4-5 11.4%
- 6-10 7.4%
- 11 or more 2.6%

Job titles reflect changing responsibilities (Reported in a recent survey of PSI members)

- Administrative Assistant 23.0%
- Secretary 18.1%
- Executive Secretary 14.3%
- Executive Assistant 8.6%
- Administrative Secretary 8.6%
- Office Manager 4.8%
- Other: Coordinator, Technician, Associate, Administrator, Supervisor 22.3%

Job opportunities

262,000 positions as clerical supervisors/managers are predicted to be added between 1996 and 2006. (US Dept. of Labor)

Shorthand required for position

No 82.5% Yes 13.9% No response 3.4%