

A photograph of three people in a clinical or office setting. A woman on the right is writing on a piece of paper with a blue marker. A man on the left is looking at her and smiling. A woman on the far left is also smiling. They are standing around a curved desk. In the background, there is a computer monitor and a window with decorative glass blocks.

Medical Secretaries and Administrative Assistants in 3 Texas Counties

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What is Emsi Data?

Medical Secretaries and Administrative Assistants (SOC 43-6013):

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample of Reported Job Titles:

Medical Office Specialist
Unit Secretary
Unit Clerk
Scheduler
Medical Secretary
Medical Receptionist
Front Office Coordinator
Administrative Assistant
Ward Clerk
Unit Support Representative

Related O*NET Occupation:

Medical Secretaries (43-6013.00)

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

1 Occupation

43-6013 Medical Secretaries and Administrative Assistants

3 Counties

48215 Hidalgo County, TX

48489 Willacy County, TX

48427 Starr County, TX

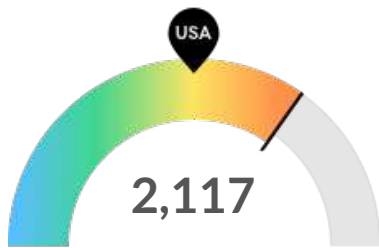
Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical areas.

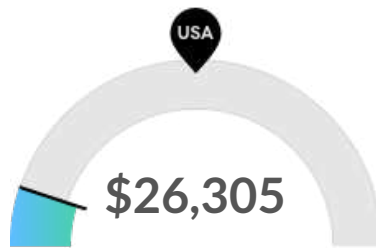
Executive Summary

Light Job Posting Demand Over a Deep Supply of Regional Jobs



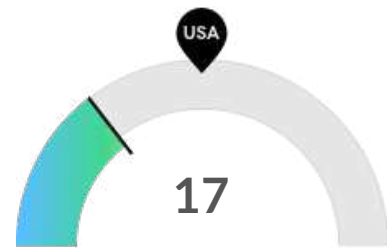
Jobs (2020)

Your area is a hotspot for this kind of job. The national average for an area this size is 1,230* employees, while there are 2,117 here.



Compensation

Earnings are low in your area. The national median salary for Medical Secretaries and Administrative Assistants is \$36,586, compared to \$26,305 here.



Job Posting Demand

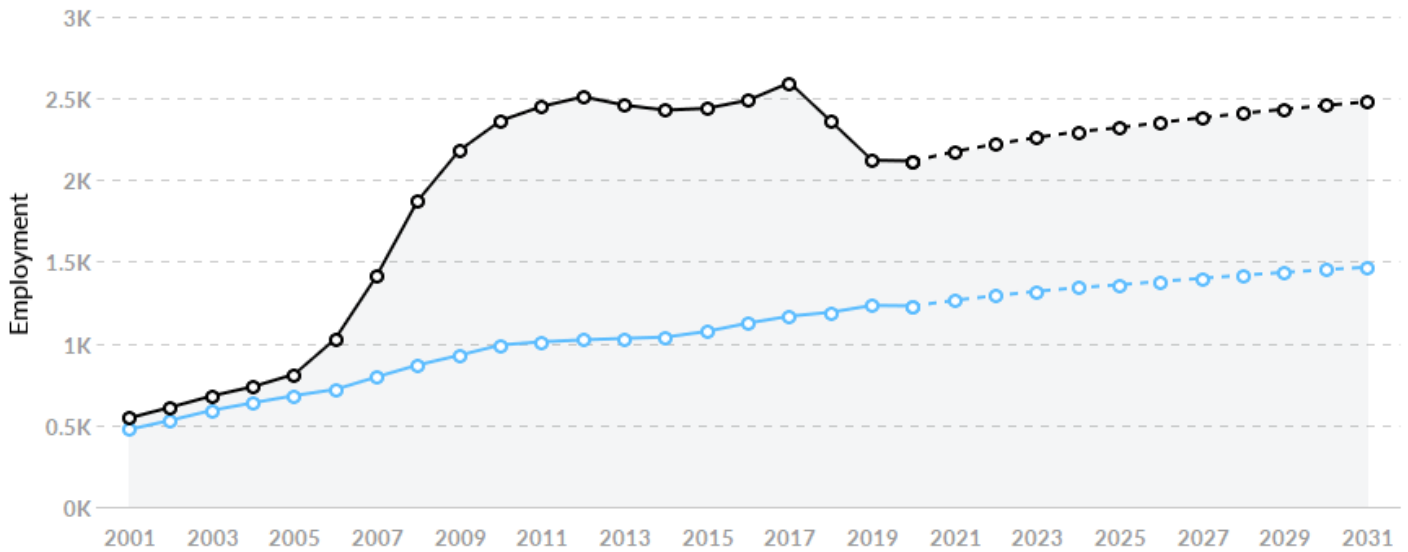
Job posting activity is low in your area. The national average for an area this size is 34* job postings/mo, while there are 17 here.

*National average values are derived by taking the national value for Medical Secretaries and Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Higher Than the National Average

An average area of this size typically has 1,230* jobs, while there are 2,117 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2020 Jobs	2030 Jobs	Change	% Change
● 3 Texas Counties	2,117	2,457	340	16.1%
● National Average	1,230	1,452	222	18.0%

*National average values are derived by taking the national value for Medical Secretaries and Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2020 Jobs
Hidalgo County, TX	2,009
Starr County, TX	84
Willacy County, TX	24

Most Jobs are Found in the Offices of Physicians Industry Sector

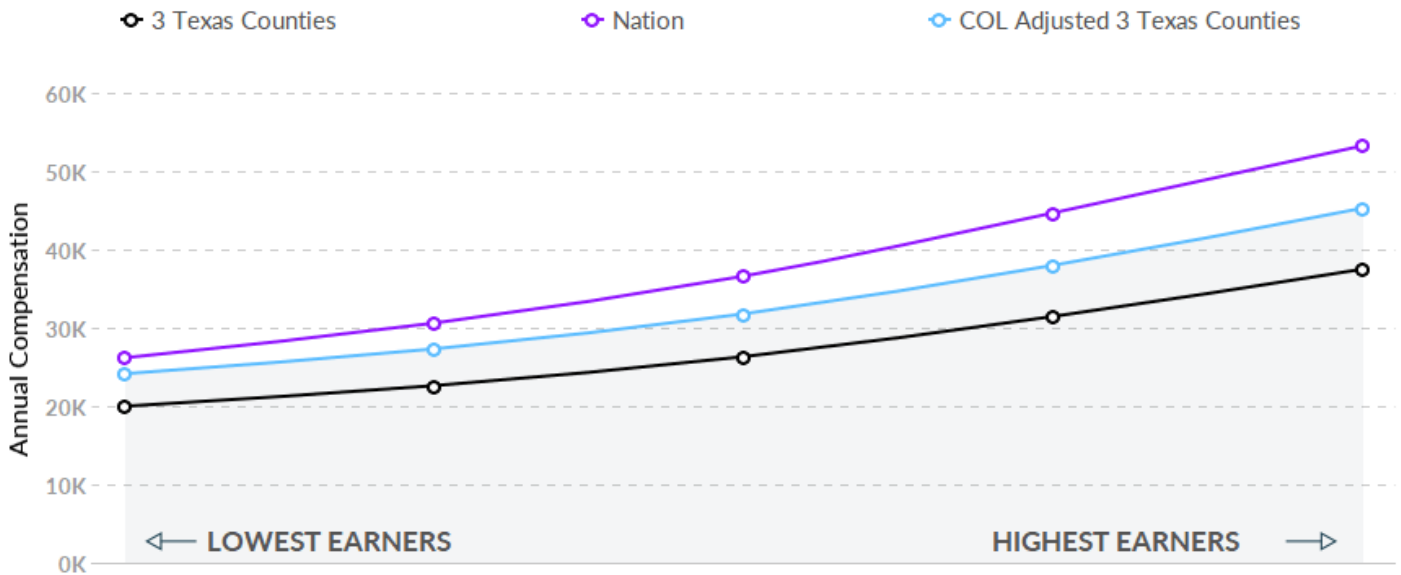


Industry	% of Occupation in Industry (2020)
Offices of Physicians	37.6%
General Medical and Surgical Hospitals	22.4%
Home Health Care Services	10.6%
Offices of Dentists	9.6%
Offices of Other Health Practitioners	7.5%
Outpatient Care Centers	3.9%
Other	8.4%

Compensation

Regional Compensation Is 28% Lower Than National Compensation

For Medical Secretaries and Administrative Assistants, the 2019 median wage in your area is \$26,305, while the national median wage is \$36,586.



Job Posting Activity



250 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Mar 2021.



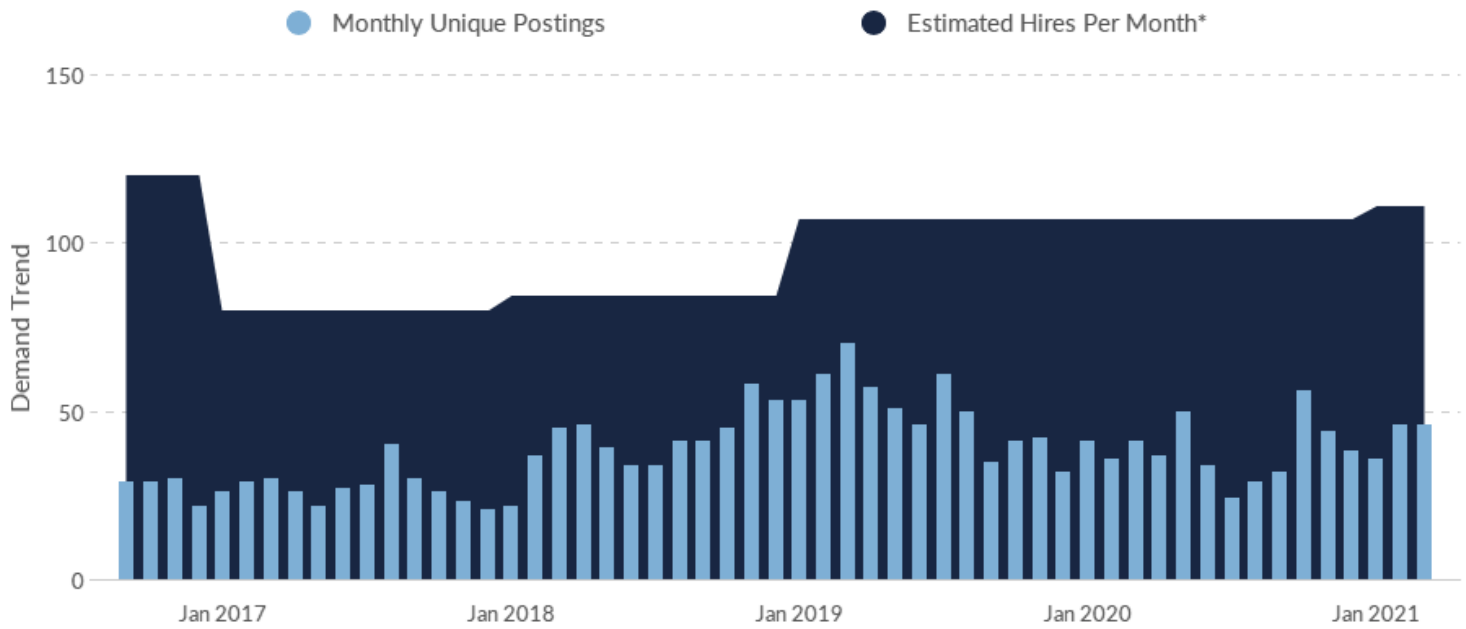
100 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Mar 2021.













18 Day Median Duration











Posting duration is 15 days shorter than what's typical in the region.



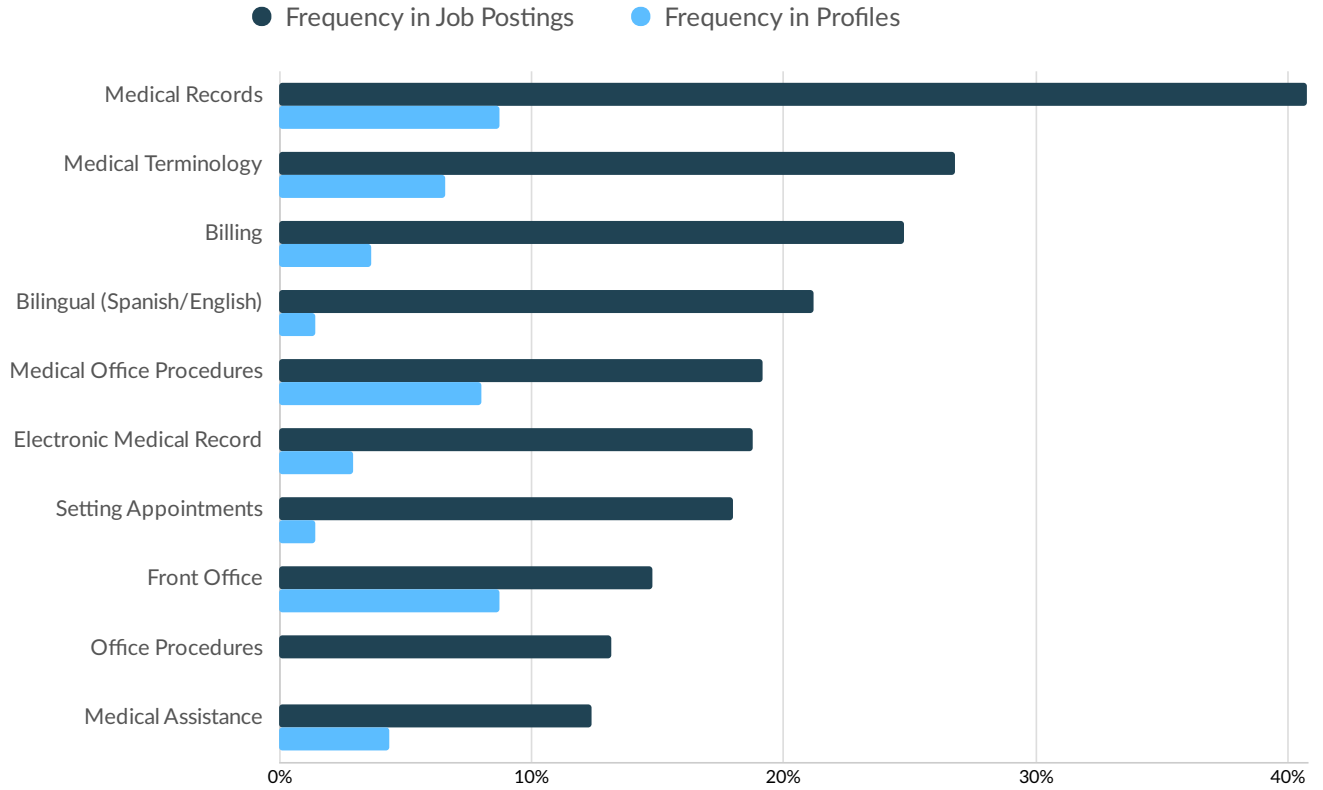
Occupation	Avg Monthly Postings (Jan 2020 - Mar 2021)	Avg Monthly Hires (Jan 2020 - Mar 2021)
Medical Secretaries and Administrative Assistants	39	108

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
HCA Holdings, Inc.	10 
Prime Healthcare Services Inc	10 
Renaissance Medical Foundation	9 
University of Texas Rio Grande ...	8 
Yor Health	8 
Doctors Hospital At Renaissance...	7 
UnitedHealth Group Incorporate...	7 
Universal Health Services, Inc.	7 
Smile Magic Dental	5 
Expresspark, Inc.	4 

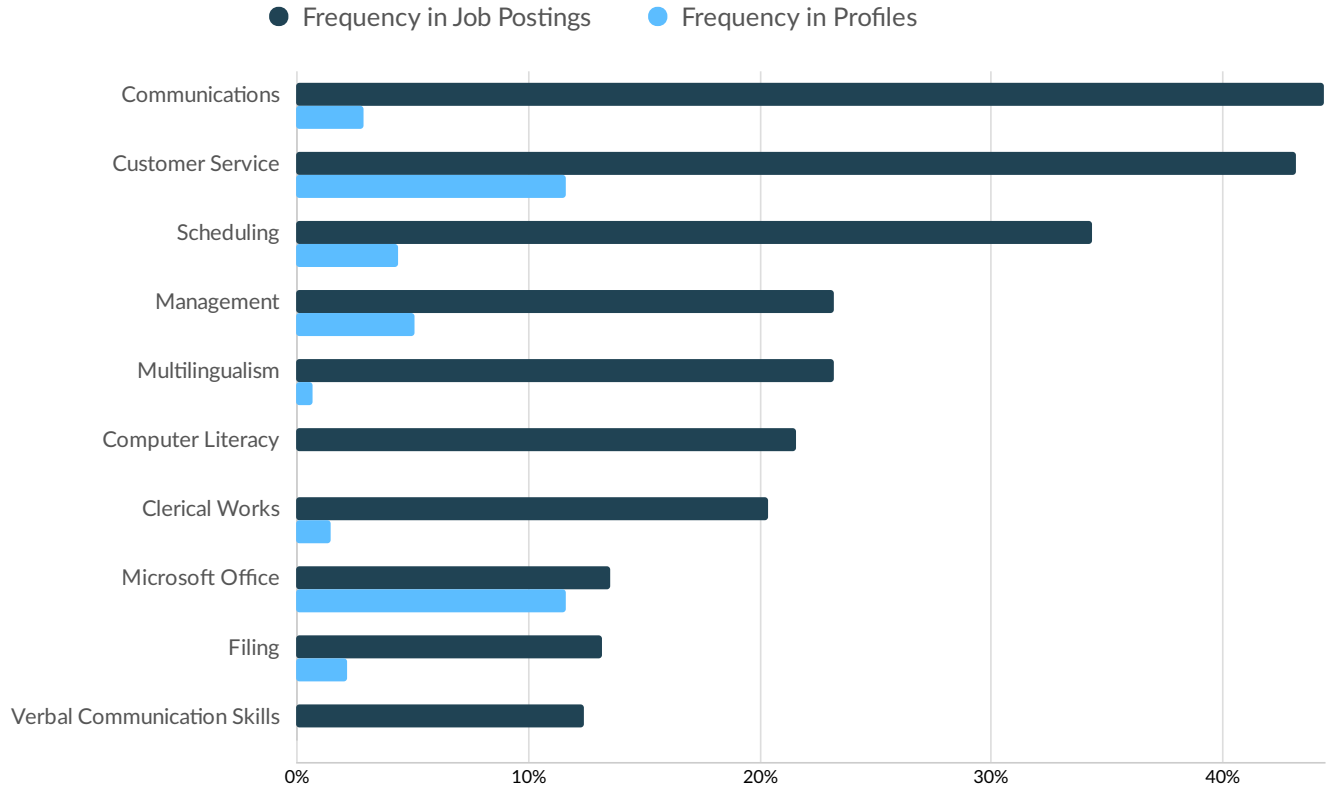
Top Job Titles	Unique Postings
Medical Office Specialists	37 
Schedulers	9 
Unit Secretaries	8 
Healthcare Services Coordinators	5 
Medical Office Receptionists	5 
Administrative Assistants	4 
Dental Receptionists	4 
Front Office Assistants	4 
Medical Coordinators	4 
Medical Office Coordinators	4 

Top Hard Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Medical Records	102	41%	12	9%
Medical Terminology	67	27%	9	7%
Billing	62	25%	5	4%
Bilingual (Spanish/English)	53	21%	2	1%
Medical Office Procedures	48	19%	11	8%
Electronic Medical Record	47	19%	4	3%
Setting Appointments	45	18%	2	1%
Front Office	37	15%	12	9%
Office Procedures	33	13%	0	0%
Medical Assistance	31	12%	6	4%

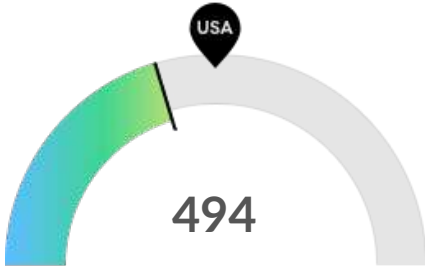
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	111	44%	4	3%
Customer Service	108	43%	16	12%
Scheduling	86	34%	6	4%
Management	58	23%	7	5%
Multilingualism	58	23%	1	1%
Computer Literacy	54	22%	0	0%
Clerical Works	51	20%	2	1%
Microsoft Office	34	14%	16	12%
Filing	33	13%	3	2%
Verbal Communication Skills	31	12%	0	0%

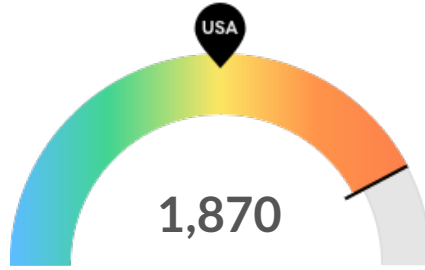
Demographics

Retirement Risk Is Low, While Overall Diversity Is High



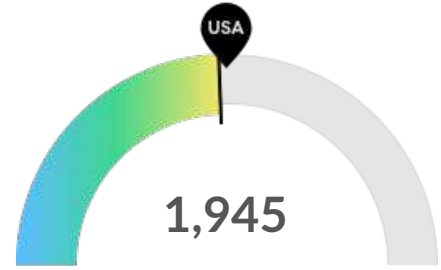
Retiring Soon

Retirement risk is low in your area. The national average for an area this size is 655* employees 55 or older, while there are 494 here.



Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 693* racially diverse employees, while there are 1,870 here.

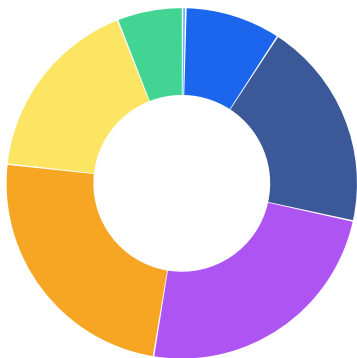


Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 2,015* female employees, while there are 1,945 here.

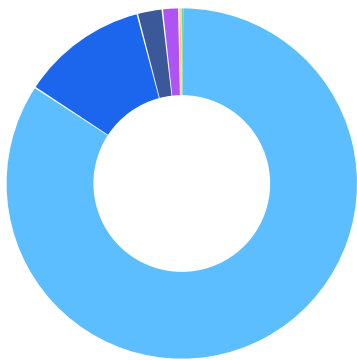
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Occupation Age Breakdown



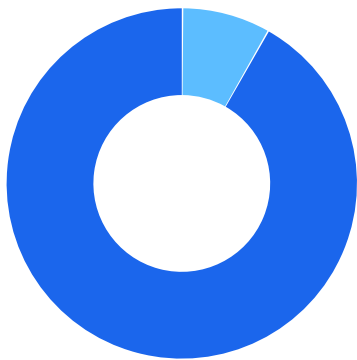
	% of Jobs	Jobs
14-18	0.3%	6
19-24	8.8%	187
25-34	19.3%	408
35-44	24.1%	511
45-54	24.2%	512
55-64	17.3%	366
65+	6.0%	128

Occupation Race/Ethnicity Breakdown



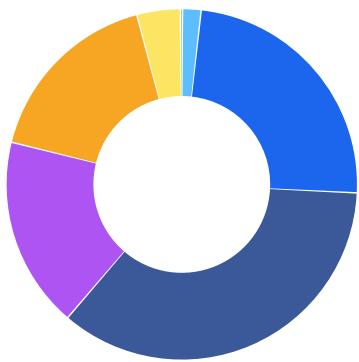
	% of Jobs	Jobs
Hispanic or Latino	84.2%	1,782
White	11.7%	247
Asian	2.3%	49
Black or African American	1.5%	32
Two or More Races	0.2%	5
American Indian or Alaska Native	0.1%	2
Native Hawaiian or Other Pacific Islander	0.0%	1

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	8.1%	172
Females	91.9%	1,945

National Educational Attainment



	% of Jobs
● Less than high school diploma	1.7%
● High school diploma or equivalent	24.0%
● Some college, no degree	35.5%
● Associate's degree	17.6%
● Bachelor's degree	17.0%
● Master's degree	4.0%
● Doctoral or professional degree	0.2%

Occupational Programs



2 Programs

Of the programs that can train for this job, 2 have produced completions in the last 5 years.





164 Completions (2019)






The completions from all regional institutions for all degree types.



217 Openings (2019)

The average number of openings for an occupation in the region is 51.

CIP Code	Top Programs	Completions (2019)
51.0710	Medical Office Assistant/Specialist	109 
51.0714	Medical Insurance Specialist/Medical Biller	55 

Top Schools	Completions (2019)
Platt College-STVT-McAllen	42 
South Texas Vocational Technical Institute-Weslaco	41 
The College of Health Care Professions-McAllen Campus	34 
Southern Careers Institute-Pharr	26 
Rio Grande Valley College	21 

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.