Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
in 3 Texas Counties

Contents

What is Emsi Data?

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (SOC 43-6014):
Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

Sample of Reported Job Titles:
Secretary
Office Assistant
Administrative Assistant (Admin Assistant)
School Attendance Secretary
Office Secretary
Department Secretary
Administrative Specialist (Admin Specialist)
Administrative Coordinator
Administrative Associate
Staff Assistant

Related O*NET Occupation:
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014.00)

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

43-6014	Secretaries and Administrative Assistants, Except Le...

3 Counties

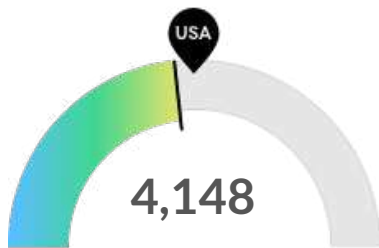|				
48215	Hidalgo County, TX		48489	Willacy County, TX
48427	Starr County, TX			

Class of Worker

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

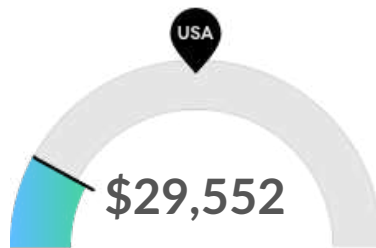The information in this report pertains to the chosen occupation and geographical areas.

Executive Summary

## Light Job Posting Demand Over a Thin Supply of Regional Jobs

4,148

Jobs (2020)

Your area is not a hotspot for this kind of job. The national average for an area this size is 4,589* employees, while there are 4,148 here.

$29,552

Compensation

Earnings are low in your area. The national median salary for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive is $37,642, compared to $29,552 here.

40
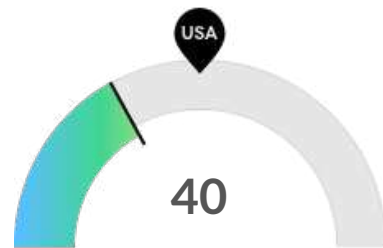
Job Posting Demand

Job posting activity is low in your area. The national average for an area this size is 67* job postings/mo, while there are 40 here.

*National average values are derived by taking the national value for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive 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 About Equal to the National Average

An average area of this size typically has 4,589* jobs, while there are 4,148 here.
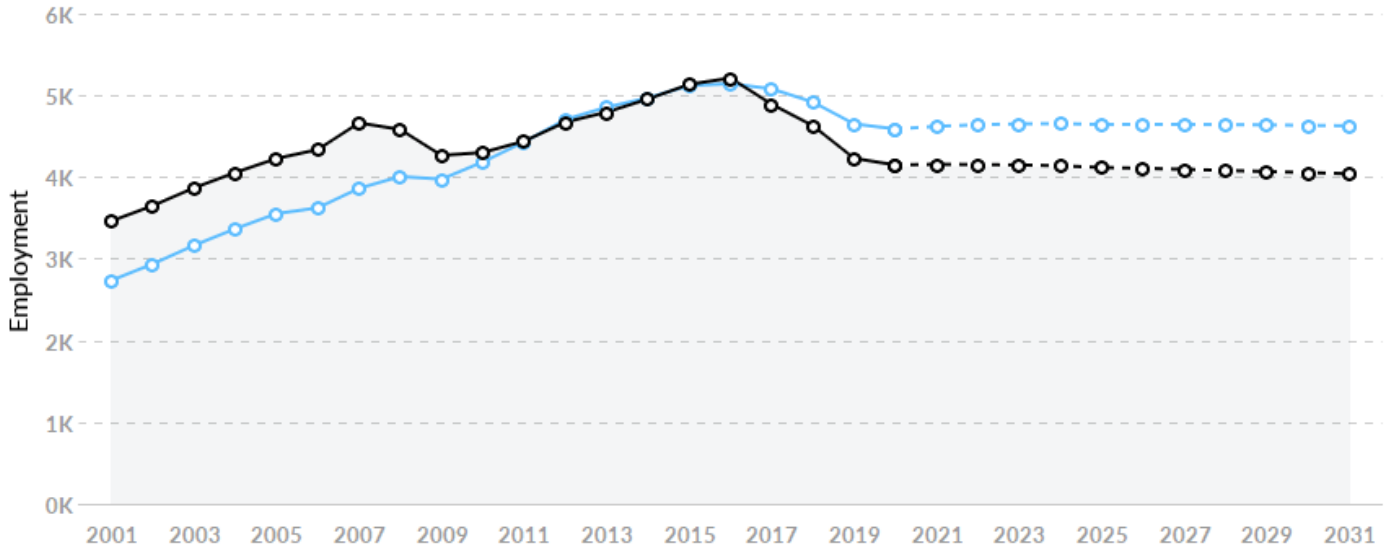
Region	2020 Jobs	2030 Jobs	Change	% Change
● 3 Texas Counties	4,148	4,055	-93	-2.2%
● National Average	4,589	4,633	44	1.0%

*National average values are derived by taking the national value for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive 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	3,782
Starr County, TX	295
Willacy County, TX	72

## Most Jobs are Found in the Education and Hospitals (Local Government) Industry Sector
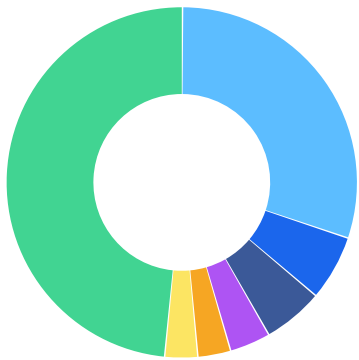
Industry	% of Occupation in Industry (2020)
● Education and Hospitals (Local Government)	30.1%
● Local Government, Excluding Education and Hospitals	6.0%
● Education and Hospitals (State Government)	5.6%
● Elementary and Secondary Schools	3.8%
● Home Health Care Services	3.0%
● Religious Organizations	3.0%
● Other	48.5%

Compensation

Regional Compensation Is 21% Lower Than National Compensation

For Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, the 2019 median wage in your area is $29,552, while the national median wage is $37,642.
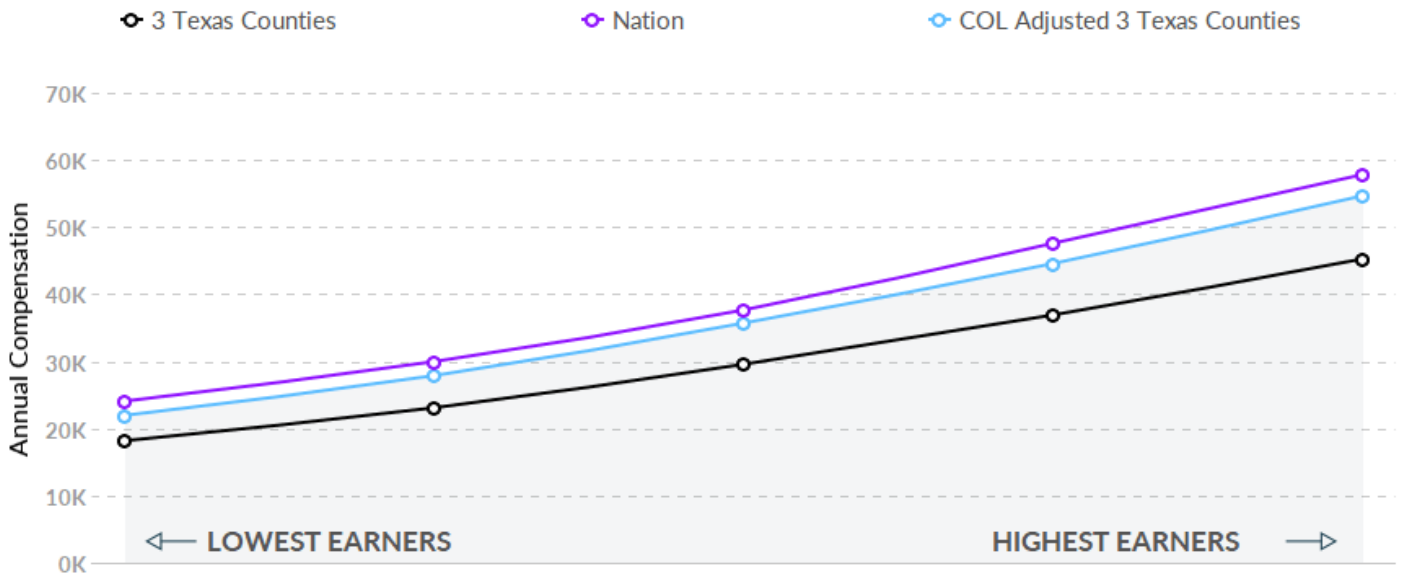
Job Posting Activity

601 Unique Job Postings

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

256 Employers Competing

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

20 Day Median Duration

Posting duration is 13 days shorter than what's typical in the region.

● Monthly Unique Postings   ● Estimated Hires Per Month*
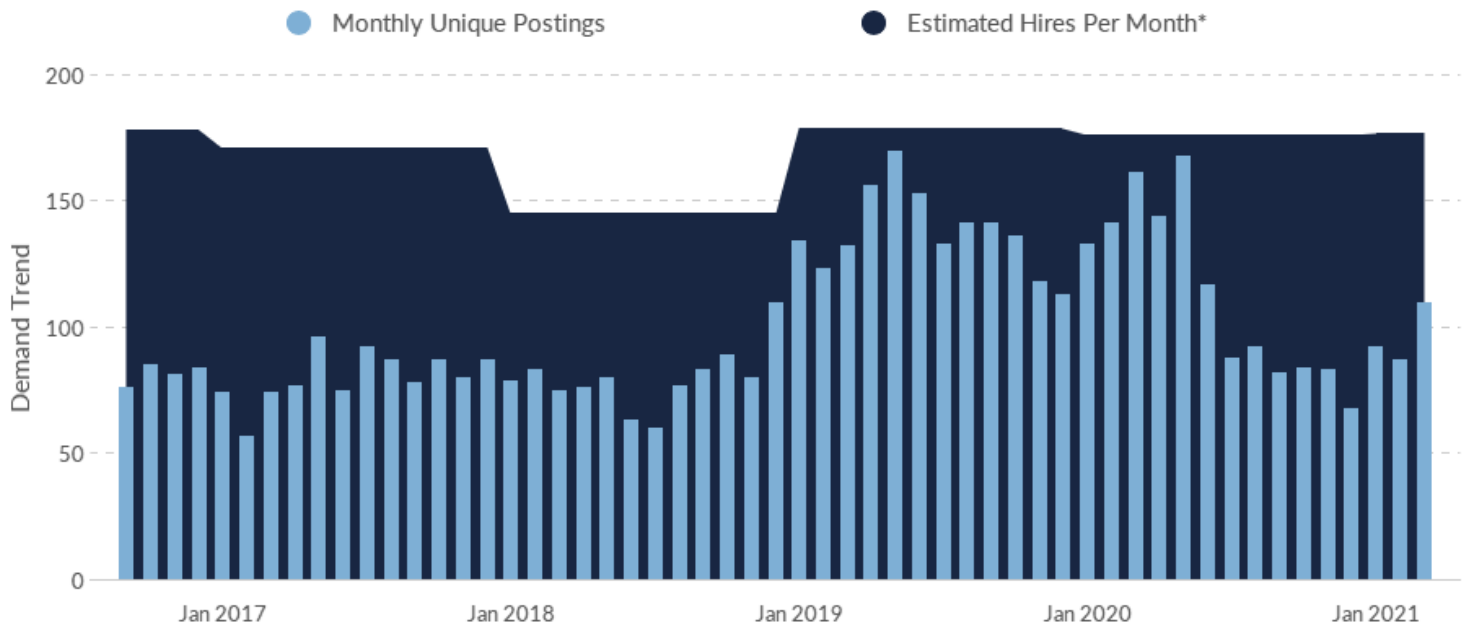
Occupation	Avg Monthly Postings (Jan 2020 - Mar 2021)	Avg Monthly Hires (Jan 2020 - Mar 2021)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	110	176

*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		Top Job Titles	Unique Postings	
University of Texas Rio Grande ...	26	▬▬▬	Administrative Assistants	193	▬▬▬▬
Chick-Fil-A, Inc.	15	▬▬	Office Assistants	43	▬
McAllen Independent School Di...	15	▬▬	Secretaries	27	▪
South Texas College	15	▬▬	Data Entry Administrators	19	▪
Texas Department of State Heal...	12	▬▬	Front of House Team Members	9	▏
Kelly Services, Inc.	9	▬	Personal Assistants	8	▏
Careers For Women Inc	8	▬	Secretaries/Receptionists	8	▏
Idea Public Schools	8	▬	Administrative Assistants/Recep...	7	▏
ManpowerGroup Global	7	▬	Assistant Managers	7	▏
San Juan Unified School District	7	▬	Bilingual Administrative Assistan...	7	▏

Top Hard Skills

● Frequency in Job Postings   ● Frequency in Profiles
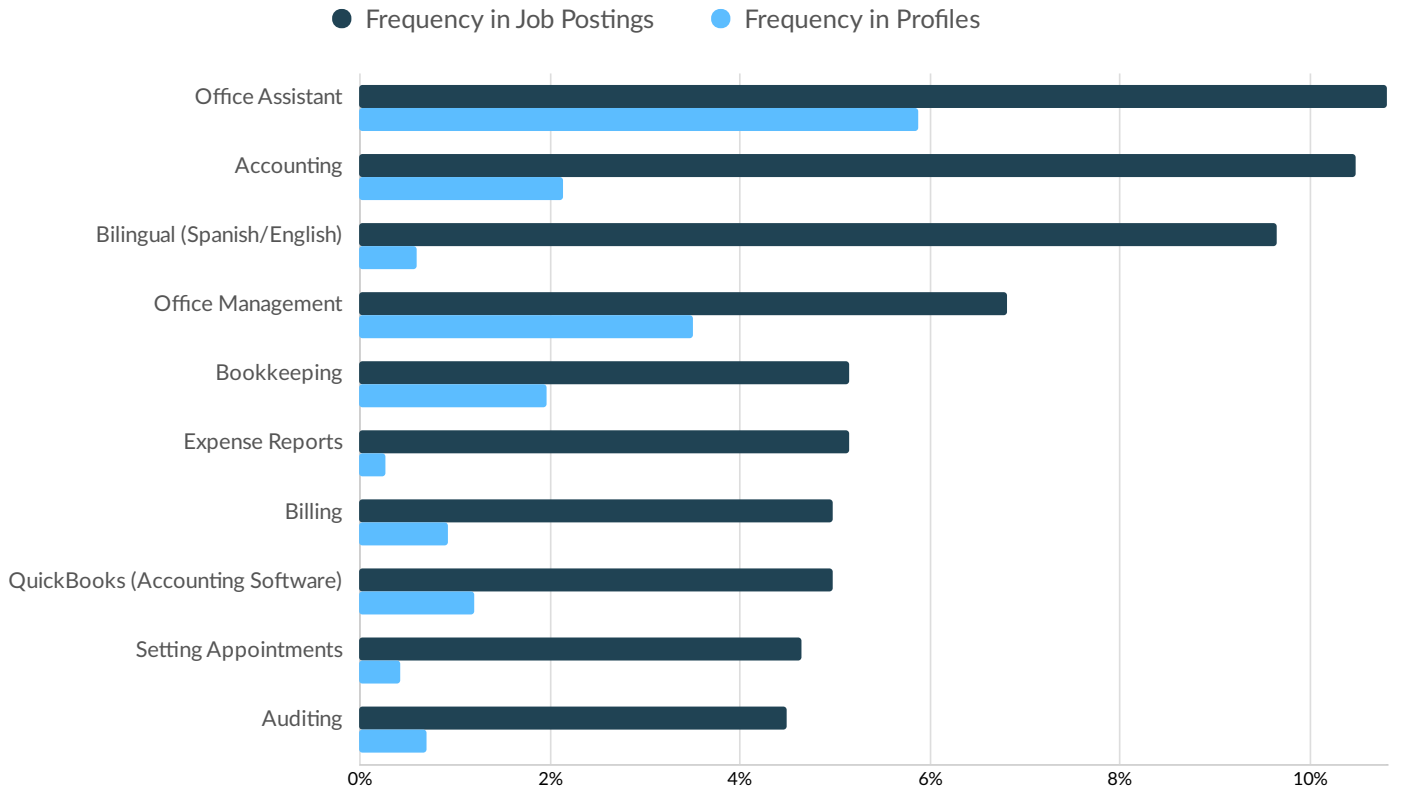
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Office Assistant	65	11%	107	6%
Accounting	63	10%	39	2%
Bilingual (Spanish/English)	58	10%	11	1%
Office Management	41	7%	64	4%
Bookkeeping	31	5%	36	2%
Expense Reports	31	5%	5	0%
Billing	30	5%	17	1%
QuickBooks (Accounting Software)	30	5%	22	1%
Setting Appointments	28	5%	8	0%
Auditing	27	4%	13	1%

Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
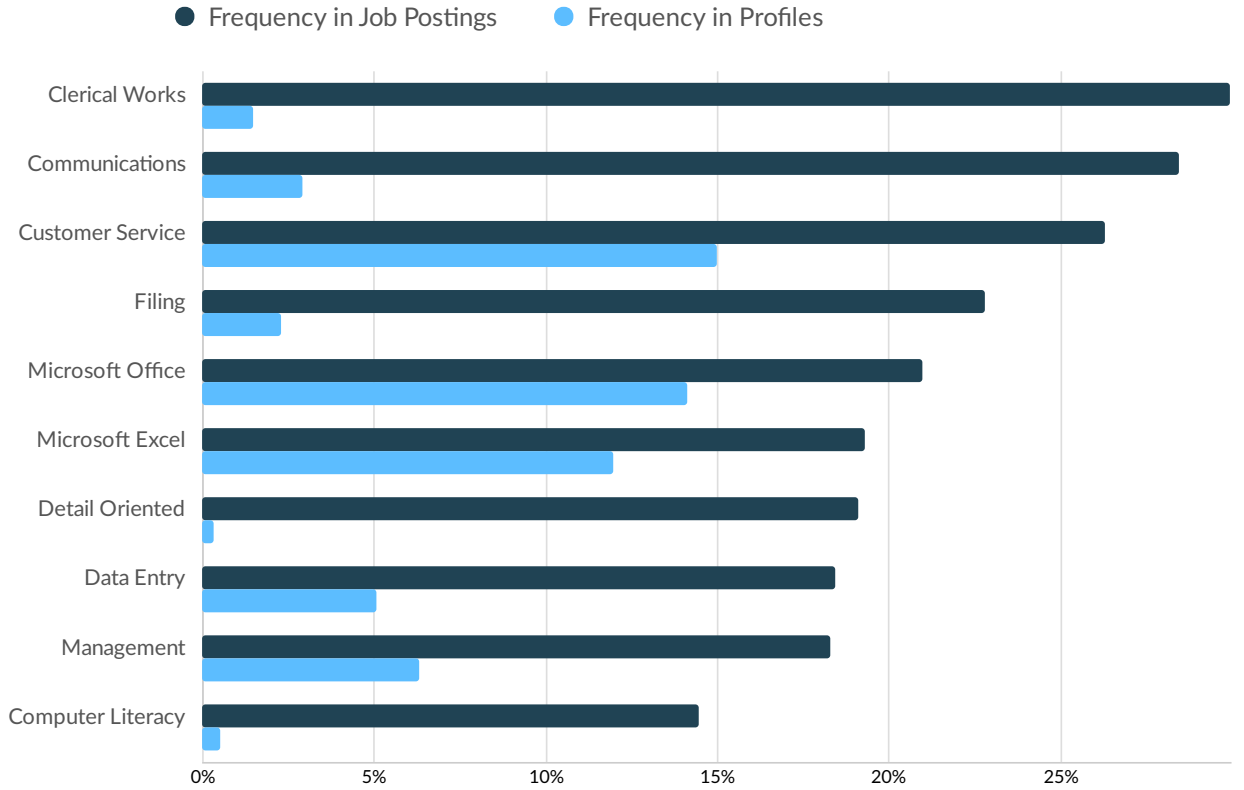
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Clerical Works	180	30%	27	1%
Communications	171	28%	53	3%
Customer Service	158	26%	273	15%
Filing	137	23%	42	2%
Microsoft Office	126	21%	257	14%
Microsoft Excel	116	19%	218	12%
Detail Oriented	115	19%	6	0%
Data Entry	111	18%	92	5%
Management	110	18%	115	6%
Computer Literacy	87	14%	10	1%

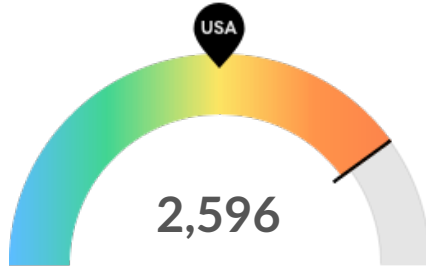# Demographics

## Retirement Risk Is Low, While Overall Diversity Is High
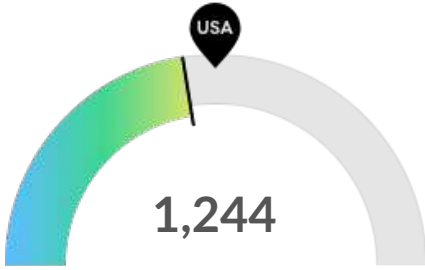
1,244

Retiring Soon

Retirement risk is low in your area. The national average for an area this size is 1,444* employees 55 or older, while there are 1,244 here.

2,596

Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 1,115* racially diverse employees, while there are 2,596 here.
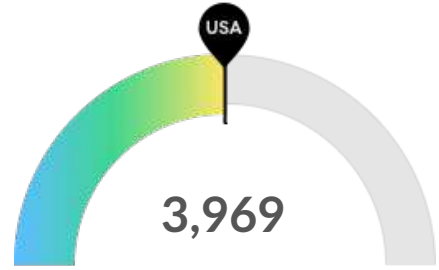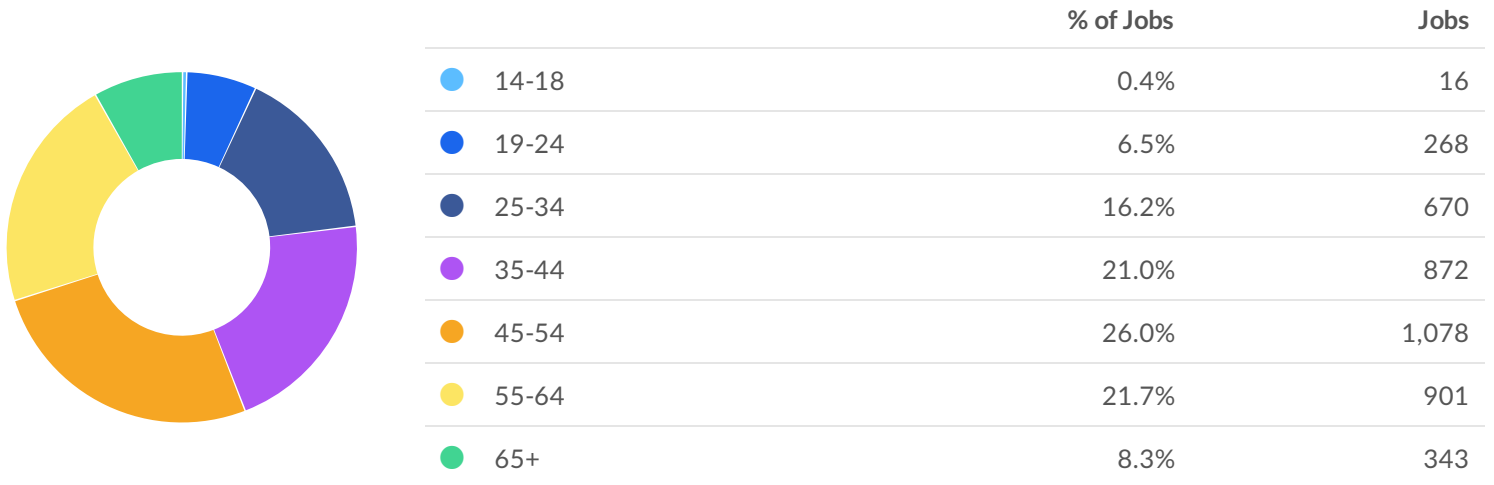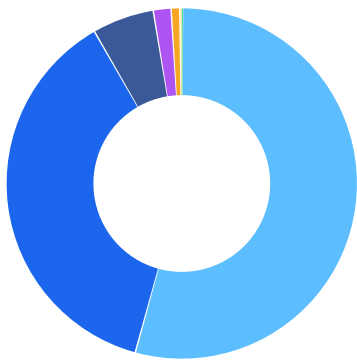
3,969

Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 3,962* female employees, while there are 3,969 here.

*National average values are derived by taking the national value for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive 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.

Occupation Age Breakdown

	% of Jobs	Jobs
14-18	0.4%	16
19-24	6.5%	268
25-34	16.2%	670
35-44	21.0%	872
45-54	26.0%	1,078
55-64	21.7%	901
65+	8.3%	343

Occupation Race/Ethnicity Breakdown

	% of Jobs	Jobs
● Hispanic or Latino	54.2%	2,249
● White	37.4%	1,552
● Black or African American	5.7%	236
● Asian	1.6%	68
● Two or More Races	0.8%	33
● American Indian or Alaska Native	0.2%	9
● Native Hawaiian or Other Pacific Islander	0.0%	2

Occupation Gender Breakdown
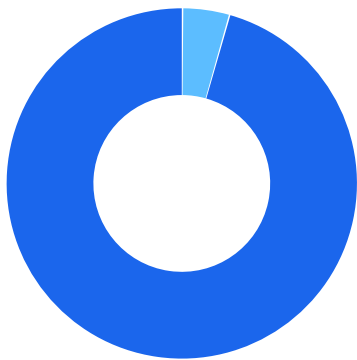
	% of Jobs	Jobs
● Males	4.3%	180
● Females	95.7%	3,969

National Educational Attainment
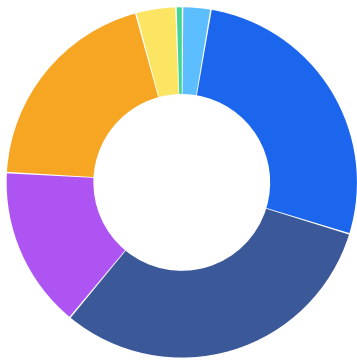
		% of Jobs
🔵	Less than high school diploma	2.6%
🔵	High school diploma or equivalent	27.1%
🔵	Some college, no degree	31.3%
🟣	Associate's degree	14.9%
🟠	Bachelor's degree	19.9%
🟡	Master's degree	3.7%
🟢	Doctoral or professional degree	0.6%

Occupational Programs

1 Program

Of the programs that can train for this job, 1 has produced completions in the last 5 years.

43 Completions (2019)

The completions from all regional institutions for all degree types.

431 Openings (2019)

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

CIP Code	Top Programs	Completions (2019)	
52.0401	Administrative Assistant and Secretarial Science, General	43	▬▬▬

Top Schools	Completions (2019)	
South Texas College	36	▬▬▬
Southern Careers Institute-Pharr	7	▬

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.