

Secretarial and office careers

South-Western Pub. Co. - Essential skills for success at every level as a secretary



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- Secretarial and office careers

Notes: Includes index.

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Secretary or Administrative Assistant Career Profile

Education High school graduates can take courses in word processing and office procedures at technical schools or community colleges.

Office of the Secretary of State (S)

There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. Is This the Right Career for You? High school graduates who have experience using computer software applications, such as word processing and spreadsheet programs, usually qualify for entry-level positions.

The Duties and Responsibilities of an Office Secretary

All state projections data are available at.

Sample Secretary Job Description

Advice: For most administrative secretaries, this means learning how to work smarter. Executives or managers may ask the office secretary to write letters or respond to customer inquiries. The following are examples of types of secretaries and administrative assistants: Executive secretaries and executive administrative assistants provide high-level administrative support for an office and for of an organization.

Essential skills for success at every level as a secretary

Click on a skill set below to explore job openings near you. Executive secretaries usually need several years of related work experience. Work Experience in a Related Occupation Executive secretaries can gain experience by working in administrative positions that have less challenging responsibilities, such as secretaries and general office clerks.

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