

## Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

43-6014.00



**Description:** Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

### Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

**Sample of Reported Job Titles:** Administrative Assistant (Admin Assistant), Administrative Clerk

### Job Zone

**Title:** 2 - Some Preparation Needed

**Education:** Usually require a high school diploma.

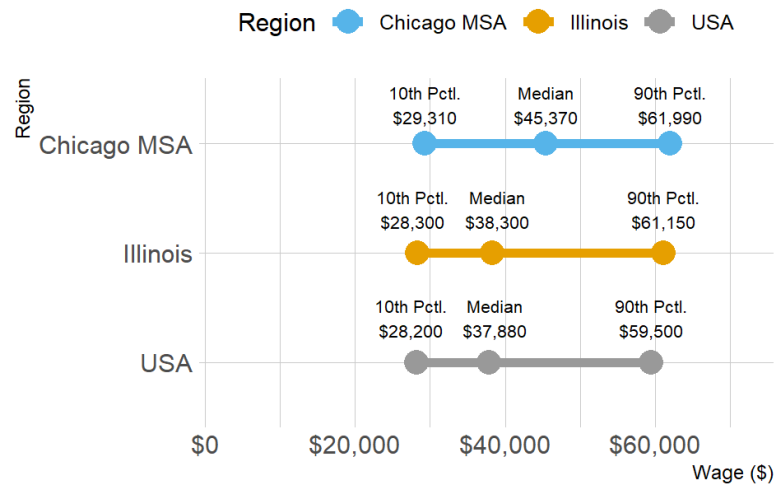
**Experience:** Some previous work-related skill, knowledge, or experience is needed.

**Training:** A few months to one year of working with experienced employees needed. A recognized apprenticeship program may be associated with these occupations.

**Core Certifications:** Certified Associate in Project Management

**Hot Technologies:** Adobe Systems Adobe Acrobat, Adobe Systems Adobe Creative Cloud, Adobe Systems Adobe Illustrator, Adobe Systems Adobe InDesign

Region	Employment	Location Quotient	Median Wage
Chicago MSA	45,760	0.83	\$45,370
Illinois	63,340	0.87	\$38,300
USA	1,825,980	—	\$37,880



### Top 5 Core Tasks According to Current Job Holders

**Importance**  
**Frequency (out of 100)**

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Daily

87

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Daily

86

Use computers for various applications, such as database management or word processing.

Hourly or more

84

Create, maintain, and enter information into databases.

Daily

84

Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

Daily

81