

Administrative Assistants/ Executive Secretaries



Occupational Profile

WHAT THEY DO

Assists executives by coordinating and directing basic office services, such as staff assignments, records management, budget control, and special management studies. Belongs to the Business, Management and Administration cluster and Administrative Services pathway.

IS THIS FOR YOU?

Work Interests are described in the following categories (compatible with Holland's Model) by people who tend to succeed in this career:

- **Conventional** – You are an "organizer". Keeping things neat and organized is important to you. You like working with charts and reports, and work well with power and authority.
- **Enterprising** – You are a "persuader". You like to sell things or ideas. Prestige and power are important to you. You like to use your language skills to convince other people of your ideas.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career.

- **Relationships** – It's very important to you that you have friendly co-workers. You would like to be of service to others without compromising your sense of right and wrong.
- **Support** – It's very important to you to know the company stands behind its workers and has competent, considerate and fair management.

Aptitudes reflect a person's ability to acquire skills and knowledge. The following aptitudes are important for success in the career:

- **General Learning Ability**
- **Verbal Aptitude**
- **Clerical Perception**

SKILLS YOU NEED

Basic Skills:

- Reading Comprehension
- Active Listening
- Writing
- Speaking
- Critical Thinking
- Active Learning
- Monitoring

Transferable Skills (applicable in other careers): High level

- Assigning duties to workers
- Filing documents
- Planning staff work tasks
- Preparing and organizing numerical records
- Preparing and organizing verbal records
- Preparing orders for supplies
- Proofreading data for accuracy

Workplace Skills:

Medium level

- Coordination
- Service Orientation
- Time Management

Additional skills for this occupation may be found at <http://www.iowaworkforcedevelopment.gov/career-exploration-resources>

Source: <https://secure.ihaveaplaniowa.gov/>

ESTIMATED & PROJECTED EMPLOYMENT

Occupational Title	2012 Estimated Employment	2022 Projected Employment	2012-22 Employment Change	Annual Growth Rate (%)	Total Annual Openings
Total, All Occupations	1,758,205	1,955,480	197,275	1.1	61,665
Office & Administrative Support Occupations	246,530	268,415	21,885	0.9	7,855
Executive Secretaries & Administrative Assistants	13,345	13,290	-50	0.0	160

Source: <http://www.iowaworkforcedevelopment.gov/occupational-projections-0>

2015 WAGE & SALARY (\$)

Occupational Title	Average Wage	Average Salary	Entry Wage	Entry Salary	Experienced Wage	Experienced Salary
Total, All Occupations	19.77	41,122	9.55	19,858	24.88	51,755
Office & Admin Support Occupations	15.84	32,938	10.25	21,315	18.63	38,749
Executive Secretaries & Executive Admin Assistants	20.47	42,571	14.64	30,458	23.38	48,628

Source: <http://www.iowaworkforcedevelopment.gov/occupational-projections-0>

EDUCATION & TRAINING

Education	Work Experience	Job Training
High School Diploma	1 to 5 years	None

Administrative assistants acquire skills in various ways. Training ranges from high school vocational education programs that teach office skills and keyboarding, to one- and two-year programs in office administration offered by business schools, vocational-technical institutes, and community colleges. Many temporary placement agencies also provide formal training in computer and office skills. However, many skills tend to be acquired through on-the-job instruction by other employees or by equipment and software vendors. Employers of executive secretaries increasingly are seeking candidates with a college degree, as these secretaries work closely with top executives. A degree related to the business or industry in which a person is seeking employment may provide the jobseeker with an advantage in the application process. As secretaries and administrative assistants gain experience, they can earn several different designations. Prominent designations include the Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP), which can be earned by meeting certain experience or educational requirements and passing an examination. Voluntary certifications are available from the International Association of Administrative Professionals (IAAP) and Microsoft Corporation. See <http://www.iaap-hq.org/certification> for additional information.

Source: <http://www.iowaworkforcedevelopment.gov/occupational-projections-0> and <https://secure.ihaveaplaniowa.gov/>

NATIONAL CAREER READINESS CERTIFICATE (NCRC)

Skill	Median Skill Level
Applied Mathematics	4
Locating Information	4
Reading for Information	4



This ACT-developed credential demonstrates achievement and a certain level of workplace employability skills. The greater the score, the greater the skill level (Bronze = 3, Silver = 4, Gold = 5, Platinum = 6).

Source: <http://www.act.org/workkeys/analysis/occup.html>

PRIMARY INDUSTRY SECTORS

ADDITIONAL SOURCES:

(Where are Administrative Assistants Employed?)

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Source: <http://www.iowaworkforcedevelopment.gov/occupational-projections-0>

Educational Services
 Professional, Scientific, and Technical Services
 Insurance Carriers and Related
 Local Government
 State Government
 Religious, Grantmaking, Civic, Professional
 Credit Intermediation and Related
 Hospitals
 Administrative and Support Services
 Management of Companies/Enterprises
 Ambulatory Health Care Services
 Merchant Wholesalers
 Specialty Trade Contractors