

Occupation Title: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Industry Sector: Business and Finance

EMSI Data As Of: September 2016

Standard Occupational Classification Code: 43-6014

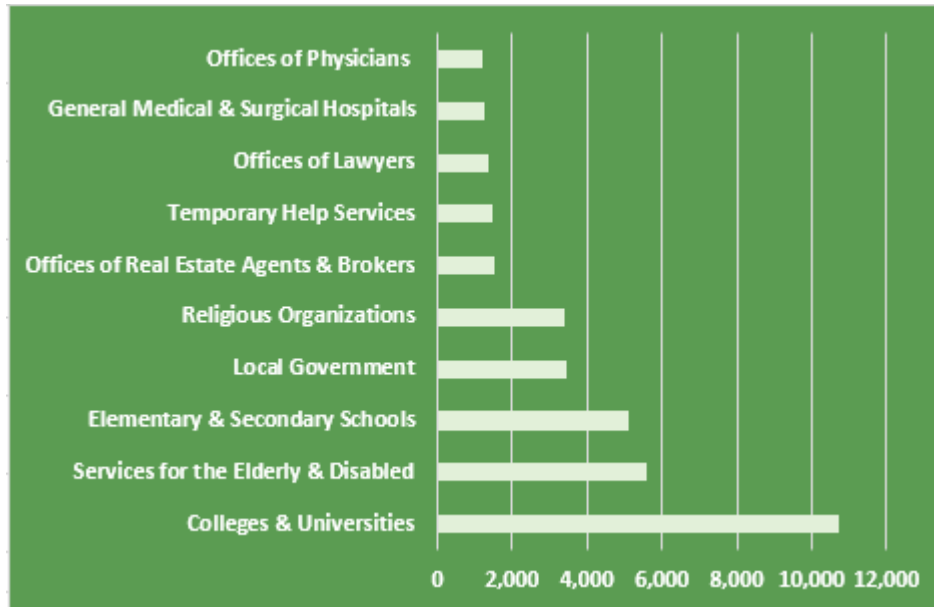
2015-2020 JOB OPENINGS AREA DISTRIBUTION					
Area	# of Jobs 2015	# of Jobs 2020	% Change 2015-20	Replacements 2015-20	Job Openings 2015-20
Los Angeles County	72,205	77,530	7%	4,005	9,330
Orange County	23,346	24,943	7%	1,293	2,890
Long Beach	3,168	3,272	3%	196	300

% Change represents employment growth projected in the next five years (new jobs created).
Replacements are the number of jobs that are projected to be open due to retirements and turnover.
Job Openings represent all job openings, whether the jobs are new or due to retirements /turnover.

EMPLOYMENT WAGE INFORMATION- LA COUNTY				
2015 Employment Wage Statistics	Rate type	Entry level	Median	Experienced
	Annual Wage or Salary	\$30,056	\$38,230.40	\$48,859.20
	Hourly Wage	\$14.45	\$18.38	\$23.49

Earnings exclude benefits. Median earnings represent the wage at which half of the workers in the occupation earned more than that amount

TOP 10 INDUSTRIES EMPLOYING THIS OCCUPATION—LA COUNTY



REAL-TIME EMPLOYERS WITH JOB OPENINGS- LA COUNTY

Employer	Title(s)
Appleone	Administrative Assistant, Office Coordinator
Officeteam	Administrative Assistant
Act One Inc.	Administrative Assistant, Office Assistant
Robert Half International Inc.	Front Desk Coordinator, Office Assistant
Ultimate Acquisition Partners, L.P.	Office Coordinator
Costco Wholesale Corporation	Administrative Assistant
UCLA Health System	Administrative Specialist, Office Assistant
The University of Southern California	Administrative Assistant, Secretary
Act 1	Administrative Assistant, Office Assistant

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Sample of Reported Job Titles: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant.