

Job # : 0300 **Job Title:** Administrative Assistant

Job Description: Provides administrative support for mid-level managers to include: scheduling, tracking, and reporting information. Provides clerical support to include typing, answering calls, and opening mail.

Education: High School Diploma

	No. of Orgs	No. of Empl	Hourly Base Wage						Hourly Total Compensation						Pay Range		Hourly Shift Differential		
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Wtd Min	Wtd Max	Evening	Night	Weekend
All Firms	57	753	16.33	13.22	14.60	16.04	18.10	19.81	16.34	13.22	14.65	16.04	18.11	19.88	12.37	18.67	1.10	1.43	1.50
THA DISTRICT																			
District 1																			
District 2																			
District 3	10	71	15.43	12.03	13.30	15.42	17.38	18.37	15.43	12.03	13.30	15.42	17.38	18.37	11.48	17.31			
District 4	9	57	16.94	13.07	14.73	17.00	19.12	21.03	16.94	13.07	14.73	17.00	19.12	21.03	13.54	20.71			
District 5 - Dallas	9	167	15.31	12.41	14.28	15.39	15.77	17.85	15.31	12.41	14.28	15.39	15.77	17.85	10.87	16.72			
District 5.1 - East Texas																			
District 6																			
District 7																			
District 8	10	83	15.72	13.95	14.35	15.49	16.88	18.26	15.79	13.98	14.42	15.60	16.88	18.26	13.01	18.98			
GROSS REVENUE																			
<25 Million	15	64	16.15	13.29	14.29	16.11	17.76	19.34	16.24	13.29	14.33	16.11	17.76	19.34	12.54	19.52			
25-150 Million	13	56	14.85	11.68	12.76	13.71	15.83	20.00	14.85	11.68	12.76	13.71	15.83	20.00	11.05	17.68			
150 Million or more	23	272	15.89	13.00	14.39	15.79	17.48	18.66	15.90	13.00	14.39	15.79	17.48	18.69	12.27	18.28	0.96	1.29	1.76
LICENSED BED SIZE																			
Critical Access																			
Less than 75 Beds	12	35	15.32	12.36	13.79	15.00	16.64	18.59	15.49	12.36	14.08	15.38	16.64	18.59	12.46	18.37			
75-250 Beds	17	97	15.51	12.09	13.70	15.64	17.52	18.82	15.51	12.09	13.70	15.64	17.52	18.82	11.48	18.21			
251 or more Beds	17	219	16.04	12.98	14.26	16.09	17.71	18.96	16.05	12.98	14.26	16.09	17.71	18.99	12.61	18.78			
COMMUNITY POPULATION																			
50,000 or less	16	53	14.98	11.06	13.02	14.76	17.39	18.31	14.98	11.06	13.02	14.76	17.39	18.31	11.70	18.07			
50,000 to 100,000	8	75	14.26	12.00	12.65	13.70	15.50	17.92	14.26	12.00	12.65	13.70	15.50	17.92	10.97	16.68			
100,001 to 200,000	9	83	16.93	12.91	15.19	17.26	18.64	20.07	16.95	12.91	15.19	17.26	18.64	20.25	13.06	19.58			
200,001 or more	23	295	15.89	13.71	14.49	15.77	16.81	18.76	15.91	13.72	14.50	15.77	16.81	18.76	11.80	17.86	0.90	0.96	1.07
OWNERSHIP																			
Government	6	30	15.90	11.06	12.85	16.58	18.12	19.35	15.90	11.06	12.85	16.58	18.12	19.35	11.90	18.75			
Investor Owned	22	112	16.29	12.92	14.20	15.49	18.40	21.11	16.35	12.92	14.27	15.60	18.40	21.11	12.95	19.03			
Not for Profit	27	344	15.66	13.03	14.36	15.77	17.00	18.31	15.67	13.03	14.36	15.77	17.00	18.32	11.61	17.67	1.06	1.37	1.48