Executive Secretaries and Executive Administrative Assistants (43-6011)

Occupation description: Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).

Employment and Job Openings

	Average employment			Average annual openings		
	2010 estimate	2020 projection	Percent change	Growth	Replacement	Total
Alaska	3,808	4,236	11.2	43	78	121
United States	1,236,100	1,392,100	12.6	15,610	16,570	32,180

Job outlook

Alaska: Alaska's employment growth is moderate with very high employment opportunities. Read more.

2012 Wages

	Mean Wage and 95% Confidence Interval			Wage by Percentile		
	Low	Mean	High	10th	Median	90th
United States	n/a	24.14	n/a	15.05	22.84	35.35
Alaska	23.38	23.96	24.54	16.81	23.02	33.16
Anchorage/Mat-Su Area (MSA)	23.20	24.12	25.04	17.00	23.10	33.56
Fairbanks North Star Borough (MSA)	23.33	24.71	26.09	17.27	24.22	33.62
Southeast Region	21.94	22.67	23.40	16.33	22.35	28.99
Balance of State	23.11	24.07	25.03	16.50	22.87	33.76

Labor Force Indicators

2011 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
4,163	298	7.2	46.1	33.9

2011 Potential Supply

Qualified but working in another occupation	870
Currently employed in a lower paid occupation	406
UI claimants previously working in occupation	466

2011 ALEXsys Employment Data

Number of registrants	5,623

Number of job position postings	1,031
Ratio of registrants to job position postings	5.5

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent **Work experience:** 1 to 5 years **On-the-job training:** None

Training Resources

	Degree	FY2008–2010 reported exiters
Alaska Technical Center		
Administrative Assistant		4

	Degree	FY2008–2010 reported exiters
Alaska's Institute of Technology		
Business & Office Technology	Certificate	60

	Degree	FY2008–2010 reported exiters
Ilisagvik College		
Office Administration	AAS	1
Office Administration I	Certificate	0
Office Administration II	Certificate	0

	Degree	FY2008–2010 reported exiters
New Frontier Vocational -Technical Center		
Administrative Assistant		0

	Degree	FY2008–2010 reported exiters
North Star Computing		
Secretarial, Computer & Office Skills		0

	Degree	FY2008–2010 reported exiters
University of Alaska Anchorage		
Office Digital Media, OEC		0
Office Management & Technology, AAS		0

	Degree	FY2008–2010 reported exiters
University of Alaska Anchorage, Kenai		
Office Digital Media, OEC		0
Office Management & Technology, AAS		0

	Degree	FY2008–2010 reported exiters
University of Alaska Anchorage, Kodiak		
Office Digital Media, OEC		0

	Degree	FY2008–2010 reported exiters
University of Alaska Anchorage, Mat-Su		
General Clerical, CT1		0
Office Digital Media, OEC		0
Office Management & Technology, AAS		0
Word/Info Processing, CT1		0

	Degree	FY2008–2010 reported exiters
University of Alaska Anchorage, Prince William Sound		
Office Management & Technology, AAS		0
Office Management & Technology, CT2		0

	Degree	FY2008–2010 reported exiters
University of Alaska Fairbanks, CTC		
Administrative Assistant, OEC		0
Administrative Assistant, OEC		0
Office Management & Technology, CT2		0

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May 21, 2013