

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Occupation description: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	3,649	3,816	4.6	201	196	414
United States	2,536,200	2,371,300	-6.5	132,200	128,600	244,310

Job outlook

Alaska: Alaska's employment growth is low with very high employment opportunities. [Read more.](#)

2018 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	18.28	11.09	13.91	17.61	22.23	26.93
Alaska	20.41	13.52	16.52	19.78	24.34	28.70
Anchorage/Mat-Su Area	20.13	13.52	16.37	19.33	23.78	28.39
Fairbanks North Star Borough	20.89	12.39	16.38	21.02	25.06	29.47
Balance of State	20.50	13.85	16.70	19.92	24.68	28.70

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
3,607	278	7.7	43.5	33.2

2016 Potential Supply

Qualified but working in another occupation	987
Currently employed in a lower paid occupation	248
UI claimants previously working in occupation	299

2016 ALEXsys Employment Data

Number of registrants	2,038
Number of job position postings	325

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

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Short-term on-the-job training

Training Resources

	Degree
Alaska Career College (Anchorage)	
Business: Computer Technology	AAS
Business: Human Resources	Certificate

	Degree
Alaska Computer Business Solutions LLC (Anchorage)	
Access Boot Camp	
Access Level 1	
Access Level 2	
Access Level 3	
Access Level 4	
Acrobat Pro Level 1	
Acrobat Pro Level 2	
CyberSAFE Internet Security	
Excel Level 1	
Excel Level 2	
Excel Level 3	
Outlook 2013 Level 1	
Outlook 2013 Level 2	
Visio Level 1	
Visio Level 2	
Word Level 1	
Word Level 2	
Word Level 3	

	Degree
Alaska Housing Finance Corporation (Anchorage)	
Accuplacer Testing	
AlaskaHost Customer Service Essentials	
Basic Computer Skills Level 1	
Basic Computer Skills Level 2	
Basic Computer Skills Level 3	

Basic Keyboarding	
Computer Skills Level 3	
Internet Concepts and Applications	
Introduction to Personal Computers	
MS Digital Literacy Certification	
PC Repair	
Preparation for MOS Excel Certification	
Preparation for MOS Word Certification	
Proofreading	
Spreadsheets	
Using Your Galaxy Tablet	
Web Page Design	
Word Processing	

Degree	
Alaska Job Corps (Palmer)	

Office Administration	
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Degree	
Alaska Technical Center (Kotzebue)	

Workplace Basics	
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Degree	
Amundsen Educational Center (Soldotna)	

Computer Information Processor	
General Office Clerk	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Microsoft Word	
Quickbooks	

Degree	
AVTEC (Seward)	

Business & Office Technology Administrative Assistant	
Business & Office Technology Office Assistant	Certificate
MS Excel 2010 Level 1	
MS Excel 2010 Level 2	
MS Excel 2013	

Degree	
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Charter College, Anchorage (Anchorage)

Business Office Administration	Certificate
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Degree

Galena Interior Learning Academy (Galena)

Computer Science	
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Degree

Iisagvik College (Barrow)

IC3 - Internet and Computing Core Certification	Certificate
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Office Administration	AAS
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Office Administration I	Certificate
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Office Administration II	Certificate
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Degree

Literacy Council of Alaska (Fairbanks)

Computer Literacy	
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Degree

North Star Computing (Fairbanks)

Effective Business Writing	
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Excel Complete	
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Outlook Complete	
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Project	
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Word Complete	
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Degree

Northern Industrial Training (Palmer)

Microsoft Access / COMP001	
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Microsoft Excel / COMP002	
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Microsoft Office Introduction / COMP003	
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Microsoft Office Powerpoint	
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Microsoft Outlook / COMP004	
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Microsoft Project / COMP005	
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Microsoft Publisher / COMP006	
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Microsoft Word / COMP007	
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Degree

Partners for Progress in Delta, Inc (Delta Junction)

Business English	
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Microsoft Excel	
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Microsoft PowerPoint	
Microsoft Word	

	Degree
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Southwest Alaska Vocational and Education Center (Igiugig)

MS Access, Basic	
MS Excel, Advanced	
MS Excel, Intermediate	
MS Suite, Certificate of Completion	
Personal Computers/Cell Phones, Introduction	
Quickbooks Certificate of Completion	

	Degree
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University of Alaska Anchorage (Anchorage)

Administrative Office Support	OEC
Office Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Kenai (Soldotna)

Administrative Office Support	OEC
Office Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Kodiak (Kodiak)

Administrative Office Support	OEC
Office Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Mat-Su (Palmer)

Administrative Office Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Fairbanks, CTC (Fairbanks)

Administrative Assistant	OEC
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Degree	
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University of Alaska Southeast, Juneau (Juneau)

Administrative Office Support	OEC
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Degree	
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University of Alaska Southeast, Ketchikan (Ketchikan)

Administrative Office Support	OEC
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Degree	
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University of Alaska Southeast, Sitka (Sitka)

Administrative Office Support	CT2
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Degree	
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Vocational Training and Resource Center (Juneau)

Administrative Assistant	
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Advanced Microsoft Access	
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Advanced Microsoft Excel	
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Advanced Microsoft Outlook	
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Advanced Microsoft Word	
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Application Development with Access	
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Application Development with Access 2016	
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Creating Forms in Microsoft Word	
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Data Analysis: Excel Pivot Tables	
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Data Analysis: Excel Power Pivots	
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Data Analysis: Excel PowerPivots	
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Data Analysis: Pivot Tables	
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Excel 2016 VBA	
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Introduction to Computers & Windows	
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Introduction to Microsoft Access	
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Introduction to Microsoft Excel	
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Introduction to Microsoft Outlook	
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Introduction to Microsoft Word	
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Introduction to OneNote	
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Introduction to Visio Professional	
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Degree	
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WinCertification (Red Devil)

Basic Computers 15 Clock Hrs	
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Intro to Computing IC3 45 Clock Hrs	
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Intro to Windows 30 Clock Hrs	
Introduction to MS Access	
Introduction to MS Excel	
Introduction to MS Word	
Keyboarding 15/30/45 Clock Hrs	
Microsoft Digital Literacy	
Microsoft: Windows Server	
Various online courses	

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September 14, 2019