

First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Occupation description: Directly supervise and coordinate the activities of clerical and administrative support workers.

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	2,068	2,206	6.7	83	123	220
United States	1,506,300	1,557,400	3.4	59,400	88,400	152,920

Job outlook

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

2019 Wages

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	28.91	16.49	20.85	27.22	34.85	44.02
Alaska	31.10	18.77	23.13	29.11	37.38	46.88
Anchorage/Mat-Su Area	30.95	18.79	23.25	29.20	37.31	46.23
Fairbanks North Star Borough	30.00	17.99	22.01	27.68	35.44	46.84
Balance of State	31.77	19.24	23.33	29.59	38.14	48.08

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
2,228	190	8.5	48.3	35.2

2016 Potential Supply

Qualified but working in another occupation	494
Currently employed in a lower paid occupation	262
UI claimants previously working in occupation	150

2016 ALEXsys Employment Data

Number of registrants	1,083
Number of job position postings	63
Ratio of registrants to job position postings	17.2

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

Education: High school diploma or equivalent

Work experience: Less than 5 years

On-the-job training: None

Training Resources

	Degree
Customer Service Excellence	
Degree	
Alaska Career College (Anchorage)	
Business: Computer Technology	AAS
Degree	
University of Alaska Anchorage (Anchorage)	
Office Foundations	OEC
Office Management & Technology	AAS
Degree	
University of Alaska Anchorage, Kenai (Soldotna)	
Office Foundations	OEC
Office Management & Technology	AAS
Degree	
University of Alaska Anchorage, Kodiak (Kodiak)	
Office Foundations	CT1
Office Management & Technology	AAS
Office Management & Technology	CT2
Degree	
University of Alaska Anchorage, Mat-Su (Palmer)	
Office Management & Technology	AAS
Degree	
University of Alaska Anchorage, Prince William Sound (Valdez)	
Office Management & Technology	AAS
Office Management & Technology	CT1
Office Management & Technology	CT2
Office Management & Technology	CT1

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