

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

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	3,269	3,409	4.3	180	175	369
United States	685,300	566,200	-17.4	33,700	32,800	54,580

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	30.25	18.22	23.09	29.27	36.45	43.91
Alaska	29.48	20.39	23.55	28.74	34.48	39.41
Anchorage/Mat-Su Area	29.41	20.86	23.93	28.82	34.12	38.95
Fairbanks North Star Borough	28.83	21.51	23.59	28.01	32.62	37.31
Balance of State	29.69	19.61	23.06	28.98	35.11	40.49

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
3,371	206	6.1	49.3	39.0

2016 Potential Supply

Qualified but working in another occupation	879
Currently employed in a lower paid occupation	563
UI claimants previously working in occupation	251

2016 ALEXsys Employment Data

Number of registrants	3,228
Number of job position postings	205
Ratio of registrants to job position postings	15.7

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
Alaska Career College (Anchorage)	
Business: Computer Technology	AAS
Business: Human Resources	Certificate
	Degree
Alaska Job Corps (Palmer)	
Office Administration	
	Degree
AVTEC (Seward)	
Business & Office Technology Administrative Assistant	
Business & Office Technology Office Assistant	Certificate
	Degree
Charter College, Anchorage (Anchorage)	
Business Office Administration	Certificate
	Degree
Iisagvik College (Barrow)	
Office Administration	AAS
Office Administration I	Certificate
Office Administration II	Certificate
	Degree
University of Alaska Anchorage (Anchorage)	
Administrative Office Support	OEC
Office Support	OEC
	Degree
University of Alaska Anchorage, Kenai (Soldotna)	
Administrative Office Support	OEC
Office Support	OEC

	Degree
University of Alaska Anchorage, Kodiak (Kodiak)	
Administrative Office Support	OEC
Office Support	OEC
	Degree
University of Alaska Anchorage, Mat-Su (Palmer)	
Administrative Office Support	OEC
	Degree
University of Alaska Fairbanks, CTC (Fairbanks)	
Administrative Assistant	OEC
	Degree
University of Alaska Southeast, Juneau (Juneau)	
Administrative Office Support	OEC
	Degree
University of Alaska Southeast, Ketchikan (Ketchikan)	
Administrative Office Support	OEC
	Degree
University of Alaska Southeast, Sitka (Sitka)	
Administrative Office Support	CT2
	Degree
Vocational Training and Resource Center (Juneau)	
Administrative Assistant	