

Administrative Office Aide Education Report

CIP 52.0408

Cochise, Pima, SC

General Office Occupations and Clerical Services

CIP 2010: A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills

Target Occupations

23,420 Jobs (2016) 2% above National average	1.7% % Change (2017-2022) Nation: 2.3%	\$15.48/hr Median Hourly Earnings Nation: \$15.83/hr
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Occupation	2017 Jobs	Annual Openings	Median Hourly Earnings	Growth (2017 - 2022)	Location Quotient (2017)
Office Clerks, General	11,416	287	\$14.96/hr	1.71%	1.11
Receptionists and Information Clerks	2,925	101	\$12.48/hr	3.45%	0.89
Shipping, Receiving, and Traffic Clerks	1,490	36	\$13.61/hr	0.67%	0.71
Information and Record Clerks, All Other	1,419	42	\$15.89/hr	1.90%	2.25
Office and Administrative Support Workers, All Other	1,315	51	\$16.26/hr	5.25%	1.20
Postal Service Mail Carriers	884	17	\$28.16/hr	-8.94%	0.95
Insurance Claims and Policy Processing Clerks	748	38	\$17.08/hr	11.63%	0.90
Procurement Clerks	511	17	\$16.68/hr	-2.94%	2.21
Court, Municipal, and License Clerks	480	6	\$14.74/hr	2.71%	1.16
Human Resources Assistants, Except Payroll and Timekeeping	446	6	\$16.48/hr	0.67%	0.97
File Clerks	444	9	\$13.99/hr	-1.13%	0.93
Order Clerks	236	14	\$15.38/hr	14.41%	0.40

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Postal Service Mail Sorters, Processors, and Processing Machine Operators	202	2	\$27.16/hr	-10.89%	0.64
Mail Clerks and Mail Machine Operators, Except Postal Service	201	4	\$12.73/hr	-6.97%	0.66
Postal Service Clerks	186	2	\$27.48/hr	-8.60%	0.82
Office Machine Operators, Except Computer	171	4	\$14.95/hr	-7.02%	0.87
Word Processors and Typists	157	1	\$13.16/hr	-3.18%	0.61
Weighers, Measurers, Checkers, and Samplers, Recordkeeping	125	5	\$13.13/hr	4.80%	0.56
Cargo and Freight Agents	94	8	\$15.56/hr	25.53%	0.36
Correspondence Clerks	17	1	\$19.81/hr	0.00%	0.75

* Target Occupations - Settings

Occupational Programs						
6.00	36.00	1,038.00				
Programs (2015)	Completions (2015)	Openings (2015)				
CIP Code	Program	Completions (2011)	(2012)	(2013)	(2014)	(2015)
01.0106	Agricultural Business Technology	22	11	11	17	26
52.0499	Business Operations Support and Secretarial Services, Other	3	165	56	0	8
52.0406	Receptionist	2	2	0	1	1
52.0408	General Office Occupations and Clerical Services	112	2	1	1	1
51.0703	Health Unit Coordinator/Ward Clerk	0	0	0	0	0
11.0602	Word Processing	1	64	23	0	0

Programs by Institution				
CIP Code	Title	Institution	Award Level	Completions (2015)
01.0106	Agricultural Business Technology	University of Arizona	Bachelors degree	26
11.0602	Word Processing	Pima Community College	Award of less than 1 academic year	0
51.0703	Health Unit Coordinator/Ward Clerk	Pima Medical Institute-Tucson	Award of less than 1 academic year	0
52.0406	Receptionist	Cochise County Community College District	Award of less than 1 academic year	1
52.0406	Receptionist	Cochise County Community College District	Award of at least 1 but less than 2 academic years	0
52.0408	General Office Occupations and Clerical Services	Cochise County Community College District	Award of less than 1 academic year	1
52.0408	General Office Occupations and Clerical Services	Pima Community College	Award of less than 1 academic year	0
52.0408	General Office Occupations and Clerical Services	Brown Mackie College-Tucson	Award of less than 1 academic year	0
52.0408	General Office Occupations and Clerical Services	Pima Community College	Award of at least 1 but less than 2 academic years	0
52.0408	General Office Occupations and Clerical Services	Tohono O'Odham Community College	Award of at least 1 but less than 2 academic years	0
52.0408	General Office Occupations and Clerical Services	Cochise County Community College District	Award of at least 1 but less than 2 academic years	0
52.0408	General Office Occupations and Clerical Services	Brown Mackie College-Tucson	Associates degree	0
52.0499	Business Operations Support and Secretarial Services, Other	Pima Community College	Award of less than 1 academic year	8
52.0499	Business Operations Support and Secretarial Services, Other	Tucson College	Award of less than 1 academic year	0
52.0499	Business Operations Support and Secretarial Services, Other	Pima Community College	Award of at least 1 but less than 2 academic years	0

Regional Completions by Award Level

Award Level	Completions (2015)	Percent
• Award of less than 1 academic year	1	100.0% 
Award of at least 1 but less than 2 academic years	0	0.0%
Associates degree	0	0.0%
Award of at least 2 but less than 4 academic years	0	0.0%
Bachelors degree	0	0.0%
Postbaccalaureate certificate	0	0.0%
Masters degree	0	0.0%
Post-masters certificate	0	0.0%
Doctors degree	0	0.0%

* Regional Completions by Award Level - Settings

Regional Completions by Institution

Institution	Certificates (2015)	Degrees (2015)	Total Completions (2015)
Pima Community College	1	0	1
Brown Mackie College-Tucson	0	0	0
Cochise County Community College District	0	0	0
Tohono O'Odham Community College	0	0	0

* Regional Completions by Institution - Settings

Appendix A - Data Sources and Calculations

Location Quotient: Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data: EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

State Data Sources: This report uses state data from the following agencies: Arizona Department of Administration, Office of Employment and Population Statistics

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