

Administrative Office Aide Occupation 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.

Occupation Gender Breakdown 2016

	Gender	Jobs	Percent
•	Males	5,756	26.2% 
•	Females	16,184	73.8% 

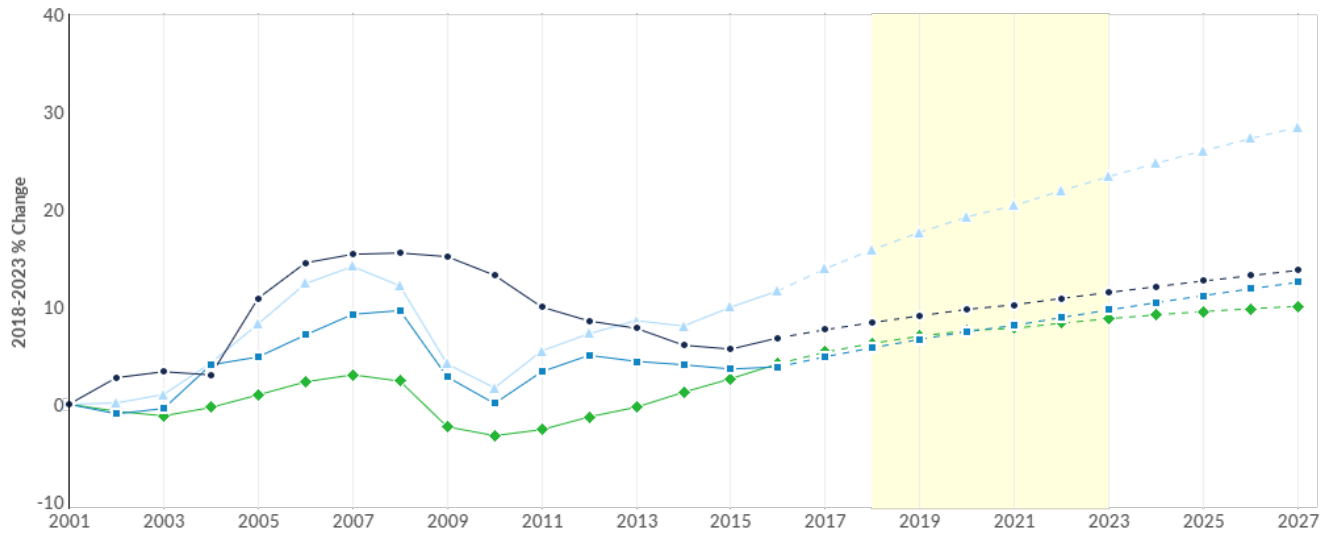
Occupation Age Breakdown

	Age	2016 Jobs	2016 Percent
•	14-18	279	1.3% 
•	19-24	2,664	12.1% 
•	25-34	4,119	18.8% 
•	35-44	3,904	17.8% 
•	45-54	4,922	22.4% 
•	55-64	4,358	19.9% 
•	65+	1,692	7.7% 

Occupation Summary for 52.0408

21,940 Jobs (2016) 2% below National average	3.7% % Change (2018-2023) Nation: 2.4%	\$15.10/hr Median Hourly Earnings Nation: \$15.63/hr
---	---	---

Occupation Change Summary



	Region	2018 Jobs	2023 Jobs	Change	% Change	Median Hourly Earnings
●	Cochise County, AZ	1,742	1,791	49	3%	\$15.45
■	Cochise, Pima, SC	22,355	23,173	818	4%	\$15.10
▲	Arizona (AZ)	139,819	148,846	9,027	6%	\$15.64
◆	United States	7,659,281	7,841,182	181,901	2%	\$15.63

SOC	Description	Typical Entry Level Education	Work Experience Required	Typical On-The-Job Training
43-3061	Procurement Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training
43-4021	Correspondence Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-4031	Court, Municipal, and License Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training
43-4071	File Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-4151	Order Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	Associate's degree	None	None
43-4171	Receptionists and Information Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-4199	Information and Record Clerks, All Other	High school diploma or equivalent	None	Short-term on-the-job training
43-5011	Cargo and Freight Agents	High school diploma or equivalent	None	Short-term on-the-job training
43-5051	Postal Service Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-5052	Postal Service Mail Carriers	High school diploma or equivalent	None	Short-term on-the-job training
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	High school diploma or equivalent	None	Short-term on-the-job training
43-5071	Shipping, Receiving, and Traffic Clerks	High school diploma or equivalent	None	Short-term on-the-job training
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	High school diploma or equivalent	None	Short-term on-the-job training
43-9022	Word Processors and Typists	High school diploma or equivalent	None	Short-term on-the-job training
43-9041	Insurance Claims and Policy Processing Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	High school diploma or equivalent	None	Short-term on-the-job training
43-9061	Office Clerks, General	High school diploma or equivalent	None	Short-term on-the-job training
43-9071	Office Machine Operators, Except Computer	High school diploma or equivalent	None	Short-term on-the-job training
43-9199	Office and Administrative Support Workers, All Other	High school diploma or equivalent	None	Short-term on-the-job training

Occupation Breakdown - 2018 Jobs

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-9061	Office Clerks, General	689	10,771	60,176	3,433,101
43-4171	Receptionists and Information Clerks	249	3,214	19,628	1,109,358
43-4199	Information and Record Clerks, All Other	130	1,372	7,719	200,002
43-9199	Office and Administrative Support Workers, All Other	100	1,057	5,087	323,345
43-5071	Shipping, Receiving, and Traffic Clerks	88	1,236	10,183	701,253
43-5052	Postal Service Mail Carriers	88	915	5,108	299,932
43-9041	Insurance Claims and Policy Processing Clerks	76	568	6,996	287,516
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	50	423	2,874	153,459
43-5051	Postal Service Clerks	42	201	984	73,089
43-3061	Procurement Clerks	39	449	2,576	79,883
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	31	185	1,832	98,132
43-4031	Court, Municipal, and License Clerks	30	456	3,753	133,921
43-4071	File Clerks	30	425	3,047	149,449
43-9022	Word Processors and Typists	24	149	851	86,444
43-5011	Cargo and Freight Agents	24	152	1,077	92,786
43-4151	Order Clerks	22	195	3,504	190,653
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	11	214	1,487	98,930
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	11	143	1,211	79,991
43-9071	Office Machine Operators, Except Computer	<10	220	1,580	61,026
43-4021	Correspondence Clerks	<10	<10	147	7,011
	Total	1,742	22,355	139,819	7,659,281

Occupation Breakdown - 2023 Jobs

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-9061	Office Clerks, General	714	11,151	64,050	3,552,057
43-4171	Receptionists and Information Clerks	267	3,362	21,678	1,170,271
43-4199	Information and Record Clerks, All Other	129	1,429	8,117	207,799
43-9199	Office and Administrative Support Workers, All Other	103	1,159	5,635	340,661
43-5071	Shipping, Receiving, and Traffic Clerks	91	1,270	10,892	712,593
43-9041	Insurance Claims and Policy Processing Clerks	86	681	7,897	300,694
43-5052	Postal Service Mail Carriers	85	864	4,847	270,920
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	49	437	2,997	155,025
43-5051	Postal Service Clerks	40	191	925	65,360
43-3061	Procurement Clerks	37	444	2,611	80,017
43-4031	Court, Municipal, and License Clerks	31	479	3,943	137,661
43-4071	File Clerks	30	426	3,158	149,158
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	28	178	1,779	92,341
43-5011	Cargo and Freight Agents	26	172	1,250	97,509
43-4151	Order Clerks	23	224	3,882	194,336
43-9022	Word Processors and Typists	23	148	859	82,215
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	11	151	1,307	81,957
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	11	196	1,324	85,751
43-9071	Office Machine Operators, Except Computer	<10	202	1,542	57,922
43-4021	Correspondence Clerks	<10	<10	154	6,935
	Total	1,791	23,173	148,846	7,841,182

Occupation Breakdown - Change

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-9061	Office Clerks, General	25	380	3,874	118,956
43-4171	Receptionists and Information Clerks	18	148	2,050	60,913
43-9041	Insurance Claims and Policy Processing Clerks	10	113	901	13,178
43-9199	Office and Administrative Support Workers, All Other	3	102	548	17,316
43-5071	Shipping, Receiving, and Traffic Clerks	3	34	709	11,340
43-5011	Cargo and Freight Agents	2	20	173	4,723
43-4031	Court, Municipal, and License Clerks	1	23	190	3,740
43-4151	Order Clerks	1	29	378	3,683
43-4071	File Clerks	0	1	111	-291
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	0	-18	-163	-13,179
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	0	8	96	1,966
43-9071	Office Machine Operators, Except Computer	--	-18	-38	-3,104
43-4021	Correspondence Clerks	--	--	7	-76
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	-1	14	123	1,566
43-9022	Word Processors and Typists	-1	-1	8	-4,229
43-4199	Information and Record Clerks, All Other	-1	57	398	7,797
43-5051	Postal Service Clerks	-2	-10	-59	-7,729
43-3061	Procurement Clerks	-2	-5	35	134
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	-3	-7	-53	-5,791
43-5052	Postal Service Mail Carriers	-3	-51	-261	-29,012
	Total	49	818	9,027	181,901

Occupation Breakdown - Median Hourly Earnings

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-5052	Postal Service Mail Carriers	\$24.86	\$28.56	\$28.23	\$27.88
43-3061	Procurement Clerks	\$22.43	\$18.18	\$19.37	\$19.91
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	\$22.07	\$26.59	\$27.03	\$27.03
43-9199	Office and Administrative Support Workers, All Other	\$22.02	\$17.58	\$18.76	\$16.83
43-4199	Information and Record Clerks, All Other	\$21.85	\$16.20	\$16.68	\$18.87
43-5051	Postal Service Clerks	\$20.53	\$25.31	\$27.30	\$27.30
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	\$19.18	\$17.64	\$17.70	\$18.76
43-5011	Cargo and Freight Agents	\$17.08	\$16.39	\$21.06	\$20.15
43-4021	Correspondence Clerks	--	--	\$21.72	\$17.54
43-9041	Insurance Claims and Policy Processing Clerks	\$15.71	\$17.01	\$17.79	\$18.56
43-9071	Office Machine Operators, Except Computer	--	\$15.43	\$15.85	\$14.64
43-4031	Court, Municipal, and License Clerks	\$15.08	\$14.84	\$16.43	\$17.79
43-9022	Word Processors and Typists	\$13.85	\$14.01	\$14.08	\$17.70
43-9061	Office Clerks, General	\$13.82	\$14.56	\$15.19	\$14.75
43-4151	Order Clerks	\$13.18	\$15.53	\$15.38	\$16.29
43-4071	File Clerks	\$12.03	\$14.04	\$15.02	\$14.10
43-4171	Receptionists and Information Clerks	\$11.45	\$13.06	\$13.27	\$13.47
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	\$10.99	\$13.79	\$12.11	\$14.02
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	\$10.67	\$13.39	\$12.20	\$13.84
43-5071	Shipping, Receiving, and Traffic Clerks	\$10.61	\$14.36	\$14.42	\$15.02
	Total	\$15.61	\$15.60	\$16.09	\$16.08

Top Industries – Change from 2018 - 2023

NAICS Code	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
621111	Offices of Physicians (except Mental Health Specialists)	14	13	862	27,480
903612	Colleges, Universities, and Professional Schools (Local Government)	3	7	160	5,958
903999	Local Government, Excluding Education and Hospitals	-1	28	430	5,905
901149	US Postal Service	-6	-80	-578	-51,536
901199	Federal Government, Civilian, Excluding Postal Service	-11	22	30	-4,481
	Total	-3	-7	906	-16,675

Source: QCEW Employees, Non-QCEW Employees & Self-Employed - Emsi 2017.3 Class of Worker

National Educational Attainment

Office Clerks, General (43-9061)

Education Level	2016 Percent
Less than high school diploma	3.4%
High school diploma or equivalent	30.0%
Some college, no degree	33.8%
Associate's degree	11.8%
Bachelor's degree	16.9%
Master's degree	3.4%
Doctoral or professional degree	0.6%

* National Educational Attainment – Settings








National Educational Attainment

Receptionists and Information Clerks (43-4171)

Education Level	2016 Percent
Less than high school diploma	4.1%
High school diploma or equivalent	33.5%
Some college, no degree	34.1%
Associate's degree	12.0%
Bachelor's degree	13.7%
Master's degree	2.2%
Doctoral or professional degree	0.5%








* National Educational Attainment – Settings

National Educational Attainment
Shipping, Receiving, and Traffic Clerks (43-5071)

	Education Level	2016 Percent
●	Less than high school diploma	13.2% 
●	High school diploma or equivalent	45.8% 
●	Some college, no degree	26.2% 
●	Associate's degree	6.7% 
●	Bachelor's degree	7.3% 
●	Master's degree	0.6% 
●	Doctoral or professional degree	0.2% 








* National Educational Attainment – Settings

National Educational Attainment
Information and Record Clerks, All Other (43-4199)

	Education Level	2016 Percent
●	Less than high school diploma	1.6% 
●	High school diploma or equivalent	21.3% 
●	Some college, no degree	30.8% 
●	Associate's degree	20.7% 
●	Bachelor's degree	20.7% 
●	Master's degree	4.0% 
●	Doctoral or professional degree	1.0% 

* National Educational Attainment – Settings

National Educational Attainment
Office and Administrative Support Workers, All Other (43-9199)

	Education Level	2016 Percent
●	Less than high school diploma	2.1% 
●	High school diploma or equivalent	21.0% 
●	Some college, no degree	31.6% 
●	Associate's degree	11.1% 
●	Bachelor's degree	25.7% 
●	Master's degree	7.7% 
●	Doctoral or professional degree	0.9% 

* National Educational Attainment – Settings

National Educational Attainment

Postal Service Mail Carriers (43-5052)

	Education Level	2016 Percent
●	Less than high school diploma	2.1%
●	High school diploma or equivalent	36.1%
●	Some college, no degree	37.4%
●	Associate's degree	10.6%
●	Bachelor's degree	12.2%
●	Master's degree	1.5%
●	Doctoral or professional degree	0.2%

* National Educational Attainment – Settings

National Educational Attainment

Insurance Claims and Policy Processing Clerks (43-9041)

	Education Level	2016 Percent
●	Less than high school diploma	1.4%
●	High school diploma or equivalent	25.8%
●	Some college, no degree	34.8%
●	Associate's degree	11.7%
●	Bachelor's degree	22.6%
●	Master's degree	3.1%
●	Doctoral or professional degree	0.5%

* National Educational Attainment – Settings








National Educational Attainment

Procurement Clerks (43-3061)

	Education Level	2016 Percent
●	Less than high school diploma	1.2%
●	High school diploma or equivalent	19.6%
●	Some college, no degree	31.9%
●	Associate's degree	13.4%
●	Bachelor's degree	24.2%
●	Master's degree	8.4%
●	Doctoral or professional degree	1.4%








* National Educational Attainment – Settings

National Educational Attainment
 Court, Municipal, and License Clerks (43-4031)

	Education Level	2016 Percent
●	Less than high school diploma	1.0% 
●	High school diploma or equivalent	28.4% 
●	Some college, no degree	34.0% 
●	Associate's degree	13.5% 
●	Bachelor's degree	19.3% 
●	Master's degree	2.2% 
●	Doctoral or professional degree	1.6% 








* National Educational Attainment – Settings

National Educational Attainment
 Human Resources Assistants, Except Payroll and Timekeeping (43-4161)

	Education Level	2016 Percent
●	Less than high school diploma	2.4% 
●	High school diploma or equivalent	19.2% 
●	Some college, no degree	33.3% 
●	Associate's degree	13.4% 
●	Bachelor's degree	23.6% 
●	Master's degree	7.4% 
●	Doctoral or professional degree	0.7% 

* National Educational Attainment – Settings








National Educational Attainment
 File Clerks (43-4071)

	Education Level	2016 Percent
●	Less than high school diploma	4.2% 
●	High school diploma or equivalent	27.9% 
●	Some college, no degree	32.1% 
●	Associate's degree	13.1% 
●	Bachelor's degree	17.9% 
●	Master's degree	4.0% 
●	Doctoral or professional degree	0.7% 

* National Educational Attainment – Settings

National Educational Attainment








Order Clerks (43-4151)

	Education Level	2016 Percent
●	Less than high school diploma	8.4% 
●	High school diploma or equivalent	33.7% 
●	Some college, no degree	29.8% 
●	Associate's degree	9.8% 
●	Bachelor's degree	16.1% 
●	Master's degree	2.0% 
●	Doctoral or professional degree	0.2% 

* National Educational Attainment – Settings

National Educational Attainment








Postal Service Mail Sorters, Processors, and Processing Machine Operators (43-5053)

	Education Level	2016 Percent
●	Less than high school diploma	3.4% 
●	High school diploma or equivalent	34.0% 
●	Some college, no degree	35.9% 
●	Associate's degree	11.0% 
●	Bachelor's degree	12.7% 
●	Master's degree	2.6% 
●	Doctoral or professional degree	0.5% 

* National Educational Attainment – Settings








National Educational Attainment

Mail Clerks and Mail Machine Operators, Except Postal Service (43-9051)

	Education Level	2016 Percent
●	Less than high school diploma	8.2% 
●	High school diploma or equivalent	41.7% 
●	Some college, no degree	29.1% 
●	Associate's degree	7.9% 
●	Bachelor's degree	10.9% 
●	Master's degree	1.8% 
●	Doctoral or professional degree	0.3% 








* National Educational Attainment - Settings

National Educational Attainment
Postal Service Clerks (43-5051)

	Education Level	2016 Percent
●	Less than high school diploma	2.5% 
●	High school diploma or equivalent	34.3% 
●	Some college, no degree	36.4% 
●	Associate's degree	10.7% 
●	Bachelor's degree	14.1% 
●	Master's degree	1.8% 
●	Doctoral or professional degree	0.2% 








* National Educational Attainment – Settings

National Educational Attainment
Office Machine Operators, Except Computer (43-9071)

	Education Level	2016 Percent
●	Less than high school diploma	8.8% 
●	High school diploma or equivalent	40.8% 
●	Some college, no degree	28.4% 
●	Associate's degree	9.0% 
●	Bachelor's degree	11.9% 
●	Master's degree	1.0% 
●	Doctoral or professional degree	0.1% 

* National Educational Attainment – Settings








National Educational Attainment
Word Processors and Typists (43-9022)

	Education Level	2016 Percent
●	Less than high school diploma	2.5% 
●	High school diploma or equivalent	30.1% 
●	Some college, no degree	32.8% 
●	Associate's degree	13.2% 
●	Bachelor's degree	17.9% 
●	Master's degree	2.9% 
●	Doctoral or professional degree	0.6% 

* National Educational Attainment – Settings

National Educational Attainment








Weighers, Measurers, Checkers, and Samplers, Recordkeeping (43-5111)

	Education Level	2016 Percent
●	Less than high school diploma	12.0% 
●	High school diploma or equivalent	39.9% 
●	Some college, no degree	25.6% 
●	Associate's degree	8.3% 
●	Bachelor's degree	11.3% 
●	Master's degree	2.7% 
●	Doctoral or professional degree	0.2% 

* National Educational Attainment – Settings

National Educational Attainment








Cargo and Freight Agents (43-5011)

	Education Level	2016 Percent
●	Less than high school diploma	4.5% 
●	High school diploma or equivalent	24.7% 
●	Some college, no degree	32.5% 
●	Associate's degree	13.5% 
●	Bachelor's degree	21.9% 
●	Master's degree	2.8% 
●	Doctoral or professional degree	0.0% 

* National Educational Attainment – Settings

National Educational Attainment

Correspondence Clerks (43-4021)

	Education Level	2016 Percent
●	Less than high school diploma	8.4% 
●	High school diploma or equivalent	33.7% 
●	Some college, no degree	29.8% 
●	Associate's degree	9.8% 
●	Bachelor's degree	16.1% 
●	Master's degree	2.0% 
●	Doctoral or professional degree	0.2% 

* National Educational Attainment – Settings

Appendix B - 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.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

State Data Sources

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