

Professional Administrative Assistant Occupation Report

CIP 52.0401

Cochise, Pima, SC

Administrative Assistant and Secretarial Science, General

CIP 2010: A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Occupation Gender Breakdown 2016

Gender	Jobs	Percent
Males	559	5.2%
Females	10,107	94.8%

Occupation Age Breakdown 2016

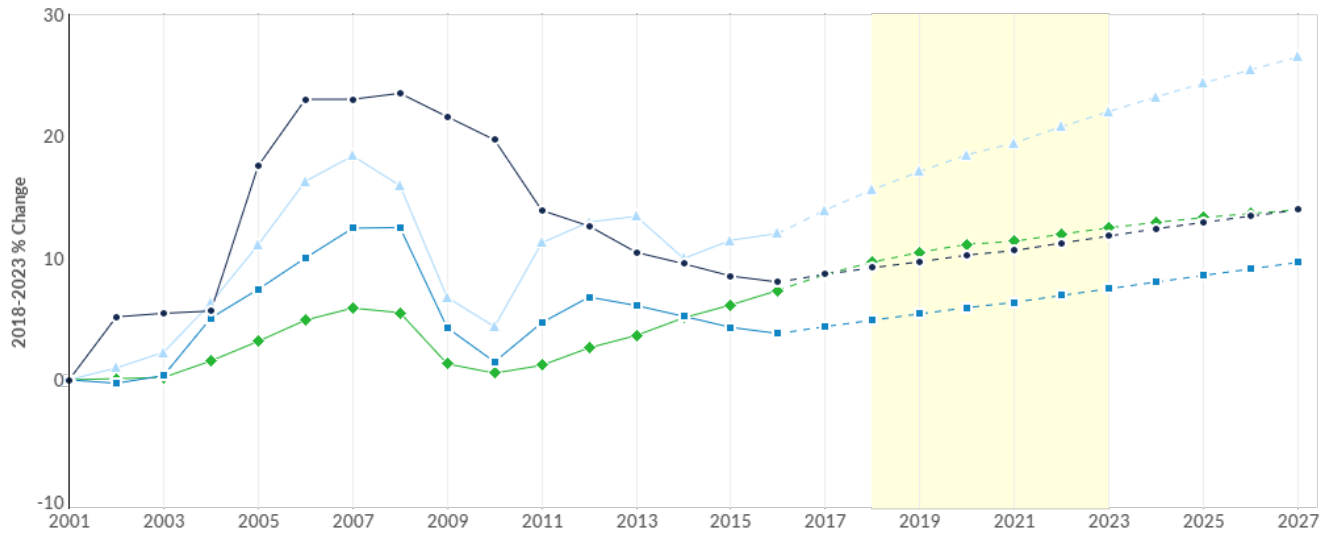
Age	Jobs	Percent
14-18	44	0.4%
19-24	671	6.3%
25-34	1,617	15.2%
35-44	2,026	19.0%
45-54	2,736	25.7%
55-64	2,592	24.3%
65+	980	9.2%

Occupation Summary for 52.0401

10,667 Jobs (2016) 5% above National average	2.5% % Change (2018-2023) Nation: 2.6%	\$15.70/hr Median Hourly Earnings Nation: \$18.04/hr
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October 10, 2017

Occupation Change Summary



	Region	2018 Jobs	2023 Jobs	Change	% Change	Median Hourly Earnings
●	Cochise County, AZ	782	801	19	2%	\$13.54
●	Cochise, Pima, SC	10,780	11,045	265	2%	\$15.70
●	Arizona (AZ)	62,083	65,527	3,444	6%	\$16.94
●	United States	3,494,079	3,583,433	89,354	3%	\$18.04

SOC	Description	Typical Entry Level Education	Work Experience Required	Typical On-The-Job Training
43-6011	Executive Secretaries and Executive Administrative Assistants	High school diploma or equivalent	Less than 5 years	None
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	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
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	696	9,508	51,127	2,822,527
43-6011	Executive Secretaries and Executive Administrative Assistants	86	1,272	10,956	671,551
	Total	782	10,780	62,083	3,494,079

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Occupation Breakdown - 2023 Jobs

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	712	9,748	54,112	2,915,818
43-6011	Executive Secretaries and Executive Administrative Assistants	89	1,297	11,414	667,615
	Total	801	11,045	65,527	3,583,433

Occupation Breakdown - Change

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	16	240	2,985	93,291
43-6011	Executive Secretaries and Executive Administrative Assistants	3	25	458	-3,936
	Total	19	265	3,444	89,354

Occupation Breakdown - Median Hourly Earnings

Occupation	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
43-6011	Executive Secretaries and Executive Administrative Assistants	\$21.90	\$23.36	\$23.78	\$26.79
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$13.04	\$15.10	\$15.98	\$16.68
	Total	\$14.00	\$16.07	\$17.36	\$18.66








Top Industries – Change from 2018 - 2023

NAICS Code	Description	Cochise County, AZ	Cochise, Pima, SC	Arizona (AZ)	United States
813110	Religious Organizations	3	26	187	3,867
902999	State Government, Excluding Education and Hospitals	3	21	2	-1,965
903612	Colleges, Universities, and Professional Schools (Local Government)	2	4	83	2,956
903611	Elementary and Secondary Schools (Local Government)	1	-14	103	3,056
903999	Local Government, Excluding Education and Hospitals	-1	6	125	971
	Total	7	43	499	8,885

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

National Educational Attainment








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

Education Level	2016 Percent
Less than high school diploma	2.1% 
High school diploma or equivalent	29.2% 
Some college, no degree	33.5% 
Associate's degree	14.0% 
Bachelor's degree	17.7% 
Master's degree	3.0% 
Doctoral or professional degree	0.4% 

* National Educational Attainment - Settings

National Educational Attainment

Executive Secretaries and Executive Administrative Assistants (43-6011)

Education Level	2016 Percent
Less than high school diploma	2.1% 
High school diploma or equivalent	29.2% 
Some college, no degree	33.5% 
Associate's degree	14.0% 
Bachelor's degree	17.7% 
Master's degree	3.0% 
Doctoral or professional degree	0.4% 

* National Educational Attainment – Settings

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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.

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