Job 16037: Administrative Assistant II General Support

Under general supervision, performs the tasks of an Administrative Assistant I (Entry Level) and a broad range of clerical and administrative tasks. Establishes and maintains filing systems. May prepare response to routine correspondence for Supervisor's signature following established procedure. Demonstrates proficiency with standard office equipment. Prepares routine and special reports and presentations. May involve some project work. Also see the Business Support Matrix.

| Rates Actually Being Paid | | | | | | | | | Rate Ranges | | | Annual Incentive/Target Bonus % | | | | |
|---------------------------|--------|--|--|--|---|---|---|---|---|---|--|---|---|--|--|---|
| | | | | Percentiles Reported | | | | | | | | | | | | |
| No. | No. | | Wtd. | | | | | | No. | Avg. | Avg. | | No. | Wtd. | | |
| Orgs. | Empls. | Avg. | Avg. | 10th | 25th | 50th | 75th | 90th | Orgs. | Min. | Max. | No. Org. | Empls. | Avg. | No. Org. | Avg. % |
| 151 | 1,174 | 40,737 | 39,252 | 32,115 | 34,500 | 38,471 | 43,084 | 47,299 | 102 | 33,968 | 49,098 | 22 | 72 | 1,507 | 20 | 5.7% |
| | | | | | | | | | | | | | | | | |
| 0.7 | 704 | 42 212 | 40 26E | 22.006 | 25 516 | 20 E20 | 44.000 | 40 E00 | EE | 24 414 | 40.002 | 15 | 4.4 | 1 026 | 12 | 7.3% |
| | - | | , | / | • | , | , | , | | - / | - , | _ | | , | | 7.3% 5.8% |
| _ | | , | -, | , | , | , | , | , | | , | , | | _ | , | 7 | |
| | - | , | , | , | , | , | , | , | | , | , | | | , | 12 | 7.6% |
| | | , | , | , | , | , | , | , | | , | , | 14 | | 1,097 | | 7.3% |
| | - | , | , | · ′ | , | , | , | , | | | , | 1 | | - | 0 | 3.4% |
| | | , | | | | | , | 42,199 | | 33,463 | 40,967 | | 20 | | 3 | 3.4% |
| | _ | , | , | | , | , | , | - 40 C2E | | - 22 200 | 46 070 | 1 | 10 | - | 1 | - |
| _ | - | | , | · ′ | - | | , | , | 1 | , | , | 1 | | - | 2 | 2 40/ |
| | - | , | , | · ′ | , | , | , | , | _ | , | , | 2 | 20 | - | 3 | 3.4% |
| _ | - | , | , | - , - | - | | - / | -, - | - | ,- | -, | | 2 | | Ū | E 40/ |
| 23 | 112 | 37,899 | 37,580 | 27,719 | 32,906 | 37,465 | 42,120 | 45,947 | 15 | 32,517 | 48,720 | 2 | 3 | - | 5 | 5.4% |
| 1 F | 10 | 26 721 | - 25.220 | 27.106 | - | - | 40.001 | 45.047 | 1 | - | 40.705 | 0 | 2 | | 0 | E 40/ |
| | - | , | , | , | , | | , | , | _ | , | , | 2 | | - | 5 | 5.4% |
| 16 | | , | , | , | , | , | , | , | | , | , | 2 | 3 | - | 5 | 5.4% |
| 125 | | , | , | · ' | , | | , | , | _ | , | , | _ | 67 | 1 524 | 0 | F 70/ |
| | , | | , | , | | , | , | , | | | , | _ | | 1,524 | | 5.7% |
| | | , | , | | • | , | | , | _ | | , | 2 | 4 | - | • | |
| 14 | 59 | 42,/49 | 40,204 | 33,280 | 36,072 | 39,229 | 43,160 | 48,006 | 11 | 36,/01 | 51,309 | 1 | 1 | - | U | |
| | | | | | | | | | | | | | | | | |
| | Orgs. | Orgs. Empls. 151 1,174 82 794 8 16 51 284 59 300 23 494 20 165 3 9 8 64 11 73 9 92 23 112 1 1 15 48 16 49 7 63 125 1,071 12 44 | Orgs. Empls. Avg. 151 1,174 40,737 82 794 42,313 8 16 44,637 51 284 41,998 59 300 42,356 23 494 42,202 20 165 37,799 3 9 37,816 8 64 37,284 11 73 37,429 9 92 38,252 23 112 37,899 1 1 - 15 48 36,731 16 49 37,060 7 63 39,817 125 1,071 40,778 12 44 37,959 | No. Orgs. Empls. Avg. Avg. 151 1,174 40,737 39,252 82 794 42,313 40,365 8 16 44,637 43,728 51 284 41,998 43,487 59 300 42,356 43,500 23 494 42,202 38,513 20 165 37,799 34,822 3 9 37,816 37,739 8 64 37,284 32,232 11 73 37,429 33,527 9 92 38,252 35,790 23 112 37,899 37,580 1 1 - - 15 48 36,731 35,220 16 49 37,060 35,359 7 63 39,817 40,168 125 1,071 40,778 39,230 12 44 37,959 38,508 | No. Orgs. Empls. Avg. Avg. Wtd. 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