

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.

Exempt: 2% Non-Exempt: 98%	Rates Actually Being Paid										Rate Ranges			Annual Incentive/Target Bonus %				
	No. Orgs.	No. Empls.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.	No. Orgs.	No. Empls.	Wtd. Avg.	No. Orgs.	Avg. %	
					10th	25th	50th	75th	90th									
Total Responses	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%	
Geographic Location-Industry																		
Denver/Boulder	82	794	42,313	40,365	33,096	35,516	39,520	44,000	48,599	55	34,414	49,902	15	44	1,826	12	7.3%	
Den/Bldr: Manufacturing	8	16	44,637	43,728	34,757	37,050	44,879	47,102	56,494	4	35,160	51,238	3	5	1,891	5	5.8%	
Den/Bldr: Non-Manufacturing	51	284	41,998	43,487	34,154	37,502	43,098	48,443	53,279	28	33,762	50,201	11	37	1,825	7	7.6%	
Den/Bldr: All Industry W/O Government	59	300	42,356	43,500	34,303	37,456	43,212	48,428	53,354	32	33,937	50,330	14	42	1,897	12	7.3%	
Den/Bldr: Government	23	494	42,202	38,513	32,998	34,615	37,902	41,650	44,411	23	35,079	49,306	1	2	-	0		
Northern Colorado	20	165	37,799	34,822	28,558	32,115	33,550	37,742	42,199	12	33,463	46,987	2	20	-	3	3.4%	
NC: Manufacturing	3	9	37,816	37,739	-	33,738	38,481	43,029	-	2	-	-	1	1	-	1	-	
NC: Non-Manufacturing	8	64	37,284	32,232	26,313	27,087	30,638	35,919	40,625	4	32,208	46,078	1	19	-	2	-	
NC: All Industry W/O Government	11	73	37,429	33,527	26,745	28,444	32,228	38,382	41,387	6	33,077	47,685	2	20	-	3	3.4%	
NC: Government	9	92	38,252	35,790	32,115	32,510	34,377	37,727	43,702	6	33,848	46,289	0			0		
Southern Colorado	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%	
SC: Manufacturing	1	1	-	-	-	-	-	-	-	1	-	-	0			0		
SC: Non-Manufacturing	15	48	36,731	35,220	27,186	29,437	33,338	40,801	45,947	8	31,119	48,795	2	3	-	5	5.4%	
SC: All Industry W/O Government	16	49	37,060	35,359	27,186	29,505	33,397	41,400	45,947	9	31,016	48,405	2	3	-	5	5.4%	
SC: Government	7	63	39,817	40,168	33,550	34,859	41,288	43,068	50,227	6	34,768	49,193	0			0		
All Front Range	125	1,071	40,778	39,230	32,115	34,320	38,470	43,084	47,299	82	33,928	49,259	19	67	1,524	20	5.7%	
Western Slope	12	44	37,959	38,508	32,791	34,975	37,232	41,480	48,162	9	30,995	44,923	2	4	-	0		
Resort Areas	14	59	42,749	40,204	33,280	36,072	39,229	43,160	48,006	11	36,701	51,309	1	1	-	0		