

Secretaries and Administrative Assistants

SOC: 43-6000 • Career Profile Report

■ Key Facts

\$47,460 Median Salary	3,453,100 Employment	+0.0% Growth Rate
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■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Medium Risk - 50.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

7.3/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Decision-making skills, Interpersonal skills, Organizational skills, Writing skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Secretaries and Administrative Assistants typically perform the following tasks:

- Answer telephones and direct calls to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Complete insurance or other claim forms.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Maintain medical records, technical library, or correspondence files.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Perform bookkeeping duties, such as credits or collections, preparing and sending financial statements or bills, and keeping financial records.
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records.
- Compile and record medical charts, reports, or correspondence, using typewriter or personal computer.
- Schedule tests or procedures for patients, such as lab work or x-rays, based on physician orders.
- Prepare correspondence or assist physicians or medical scientists with preparation of reports, speeches, articles, or conference proceedings.

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Source: <https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>