

ADMINISTRATIVE OFFICE ASSISTANT

Administrative office assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

DUTIES

A person in this career:

- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Greets visitors or callers and handles their inquiries or directs them to the appropriate persons according to their needs.
- Uses computers for various applications, such as database management or word processing.
- Creates, maintains, and enters information into databases.
- Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions.
- Sets up and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operates electronic mail systems and coordinates the flow of information, internally or with other organizations.
- Schedules and confirms appointments for clients, customers, or supervisors.
- Maintains scheduling and event calendars.
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.

Assistants' duties vary depending on their role. Some perform typical clerical tasks. They type memos, emails, and letters. They copy and fax documents. They maintain and organize files. They schedule meetings and update calendars. They may also book flights and hotel rooms for bosses who travel for business.

Those who work in senior positions perform a wider range of tasks. They may organize conferences and special events. Some help prepare department budgets. Others prepare invoices and bill clients.

Assistants may also produce department newsletters for clients or the company. In some cases, they research and create presentations for their bosses to deliver. Some supervise other office staff. That includes clerks and receptionists.



SALARY INFORMATION

Location	2018				
	10%	25%	Median	75%	90%
California	\$27,590	\$34,650	\$43,610	\$53,880	\$63,090

*Pay period based on yearly amount.

EMPLOYMENT OUTLOOK

Decreasing growth rate estimated to be **-5%**

23,450 estimated annual job openings

RELATED OCCUPATIONS

- Medical Records and Health Information Technicians ☀
- Bill and Account Collectors
- Hotel, Motel, and Resort Desk Clerks
- Receptionists and Information Clerks ☀
- Executive Secretaries and Executive Administrative Assistants
- Insurance Policy Processing Clerks
- Office Clerks, General ☀

