# Administrative Assistants*
in 3 Colorado Counties

*Job titles used in government data sources are slightly different from the one you've chosen. This report uses data from the closest matching official classifications (listed below) as a proxy for Administrative Assistants data.

Secretaries and Administrative Assistants, Except Legal, Medica...

Arapahoe/Douglas Works!

Arapahoe/Douglas
WORKS!
Workforce Center
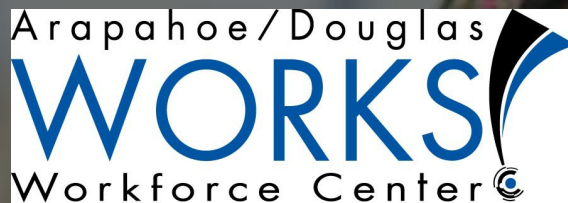
6964 S. Lima Street
Centennial, Colorado 80112

Contents

What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.

Report Parameters

1 Job Title

Administrative Assistants

3 Counties

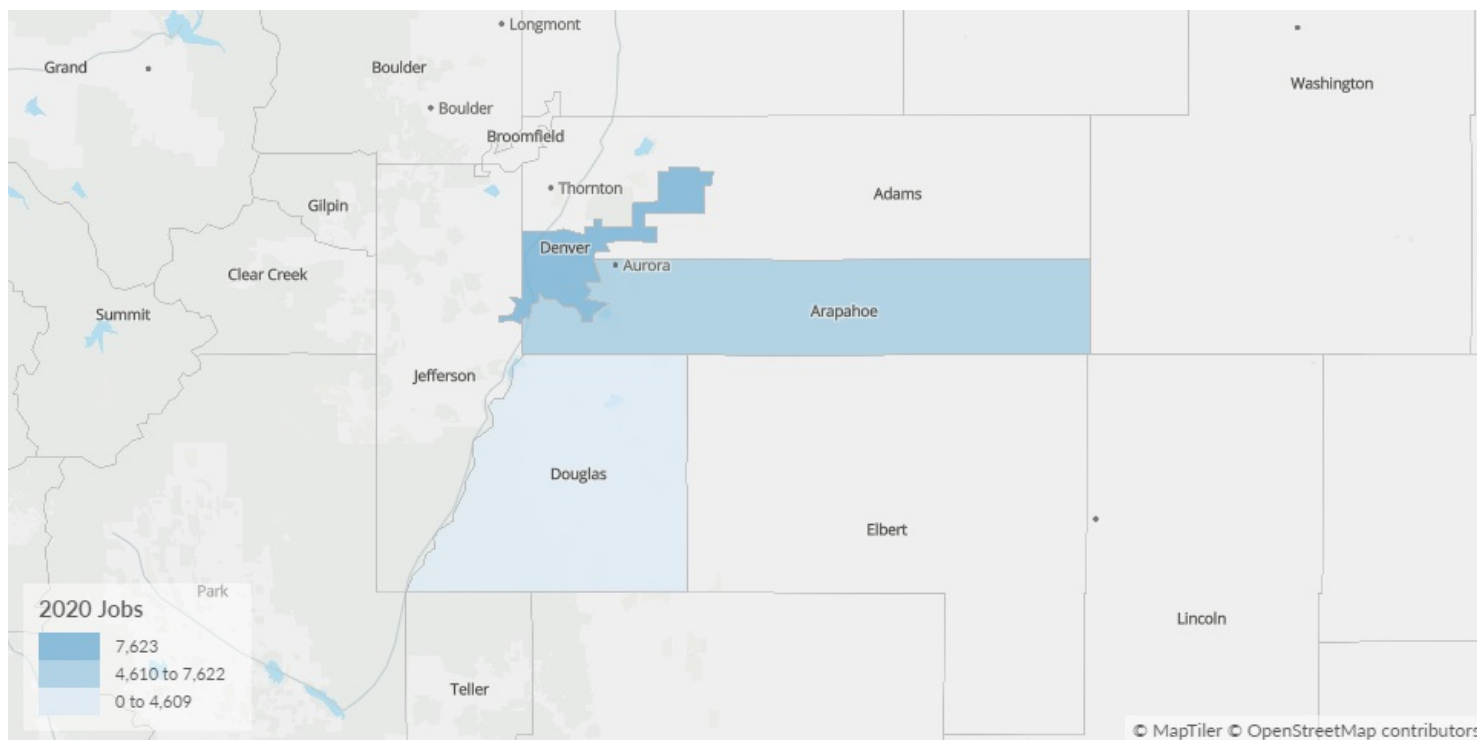| 8005	Arapahoe County, CO	8035	Douglas County, CO
8031	Denver County, CO		

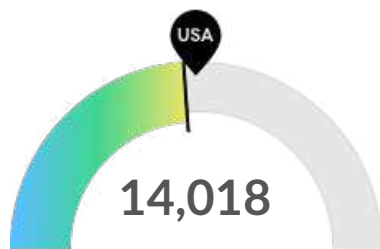## Class of Worker

QCEW Employees and Non-QCEW Employees

The information in this report pertains to the chosen job title and geographical areas.
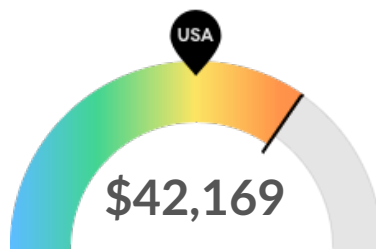
Workforce Map

Executive Summary

Aggressive Hiring Competition Over an Average Supply of Regional Talent
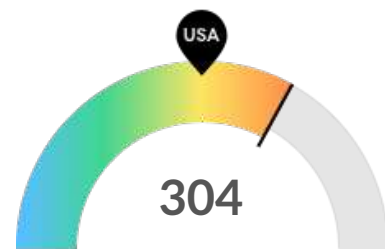
14,018

Supply (Jobs)

Your area is about average for this kind of talent. The national average for an area this size is 14,939* employees, while there are 14,018 here.

$42,169

Compensation

The cost for talent is high in your area. The national median salary for Administrative Assistants is $37,690, while you'll pay $42,169 here.

304

Demand (Job Postings)

Competition from online job postings is high in your area. The national average for an area this size is 195* job postings/mo, while there are 304 here.

*National average values are derived by taking the national value for Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Supply (Jobs)

Supply Is About Equal to the National Average

The regional vs. national average employment helps you understand if the supply of Administrative Assistants is a strength or weakness for your area, and how it is changing relative to the nation. An average area of this size would have 14,939* employees, while there are 14,018 here. The gap between expected and actual employment is expected to remain roughly the same over the next 5 years.
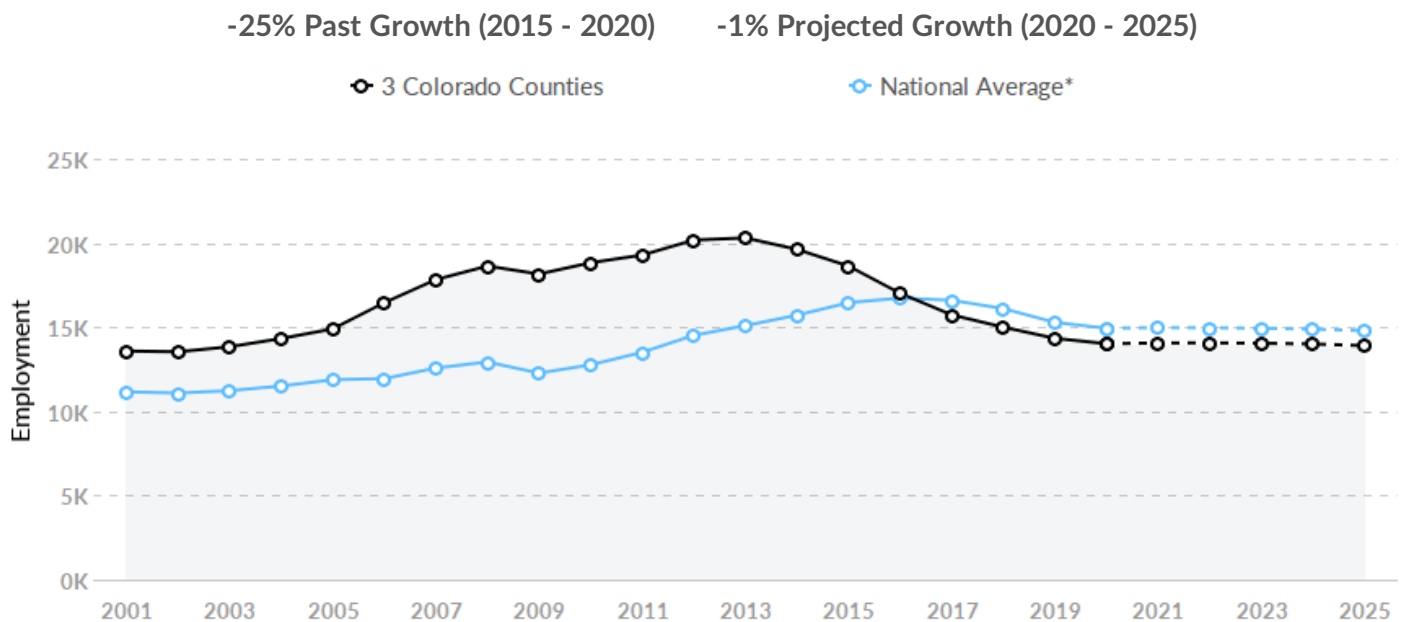
-25% Past Growth (2015 - 2020)   -1% Projected Growth (2020 - 2025)

⦁ 3 Colorado Counties   ⦁ National Average*

*National average values are derived by taking the national value for Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Most Jobs are Found in the Education and Hospitals (Local Government) Industry Sector
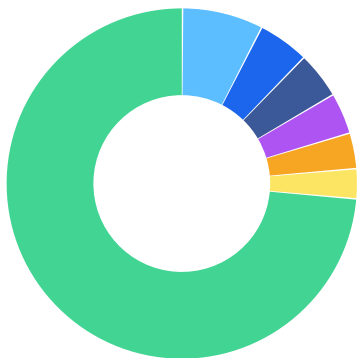
Industry	% of Occupation in Industry (2020)
🔵 Education and Hospitals (Local Government)	7.5%
🔵 Religious Organizations	4.7%
🔵 Local Government, Excluding Education and Hospitals	4.3%
🟣 Colleges, Universities, and Professional Schools	3.8%
🟠 Employment Services	3.3%
🟡 Architectural, Engineering, and Related Services	2.8%
🟢 Other	73.7%

Place of Work vs Place of Residence

Understanding where talent in the region currently works compared to where talent lives can help you optimize site decisions. For example, the #1 ranked ZIP for employment ranks #47 for resident workers. The top ZIP for resident workers is 80013.
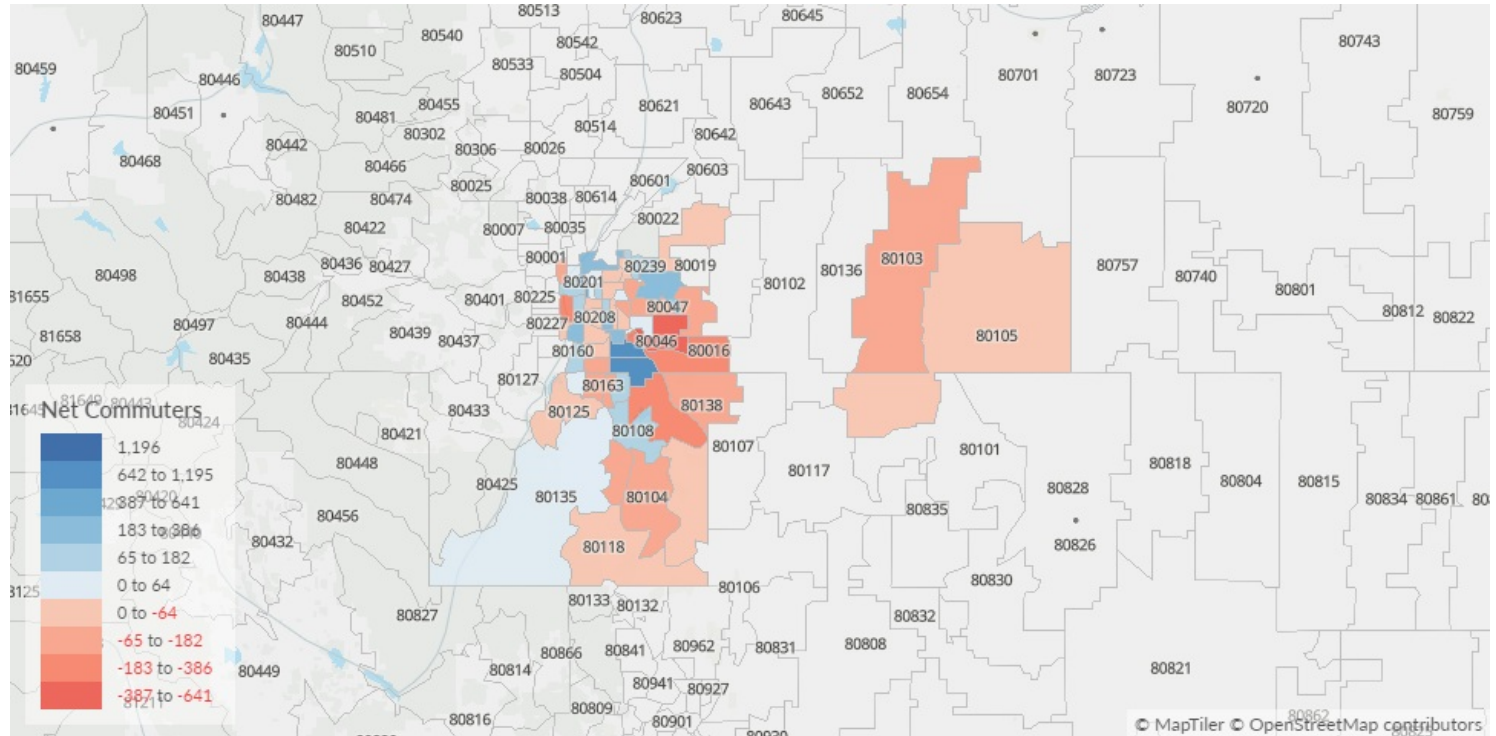

Where Talent Works		
ZIP	**Name**	**2020 Employment**
80202	Denver, CO (in Denver ...	1,309
80111	Englewood, CO (in Arap...	1,098
80112	Englewood, CO (in Arap...	883
80203	Denver, CO (in Denver ...	645
80011	Aurora, CO (in Arapaho...	527

Where Talent Lives		
ZIP	**Name**	**2020 Workers**
80013	Aurora, CO (in Arapaho...	551
80015	Aurora, CO (in Arapaho...	524
80134	Parker, CO (in Douglas c...	495
80016	Aurora, CO (in Arapaho...	415
80219	Denver, CO (in Denver ...	339

Retirement Risk Is About Average, While Overall Diversity Is Low
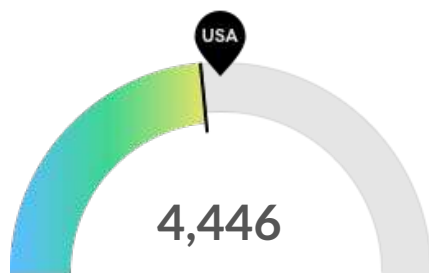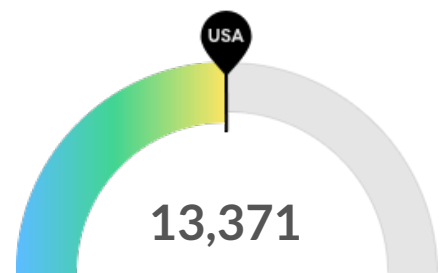
4,446

Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 4,864* employees 55 or older, while there are 4,446 here.
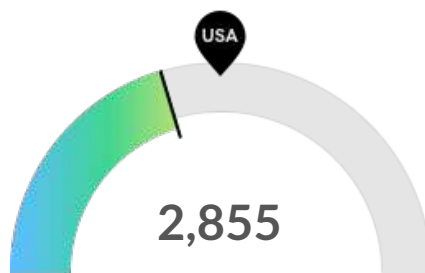
2,855

Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 3,780* racially diverse employees, while there are 2,855 here.

13,371

Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 13,394* female employees, while there are 13,371 here.

*National average values are derived by taking the national value for Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.
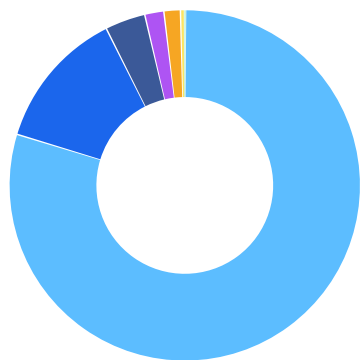
Demographic Details

Occupation Age Breakdown
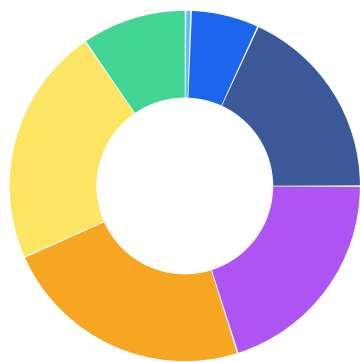
		% of Jobs	Jobs
●	14-18	0.5%	72
●	19-24	6.3%	879
●	25-34	18.2%	2,547
●	35-44	20.1%	2,817
●	45-54	23.2%	3,258
●	55-64	22.1%	3,091
●	65+	9.7%	1,355

Occupation Race/Ethnicity Breakdown

		% of Jobs	Jobs
●	White	79.6%	11,164
●	Hispanic or Latino	12.9%	1,810
●	Black or African American	3.7%	521
●	Asian	1.8%	247
●	Two or More Races	1.5%	212
●	American Indian or Alaska Native	0.4%	52
●	Native Hawaiian or Other Pacific Islander	0.1%	13

Occupation Gender Breakdown
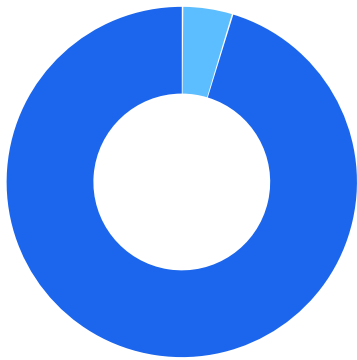
	% of Jobs	Jobs
Males	4.6%	647
Females	95.4%	13,371

National Educational Attainment
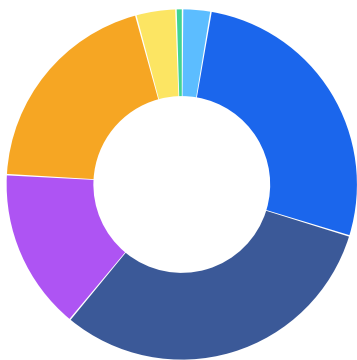
	% of Jobs
Less than high school diploma	2.6%
High school diploma or equivalent	27.1%
Some college, no degree	31.3%
Associate's degree	14.9%
Bachelor's degree	19.9%
Master's degree	3.7%
Doctoral or professional degree	0.6%

Compensation

Talent Is 12% More Expensive, While the Cost of Living May Make Attraction Difficult

In 2019, the median compensation for Administrative Assistants in your area is $20.27/hr. Based on the national median wage of $18.12/hr for this position, this means you will spend about 12% more to employ Administrative Assistants here. However, their actual purchasing power will be 5% less than the national median when we adjust for regional cost of living (which is 18% higher than average). This may make it harder to attract talent to the region at this price.
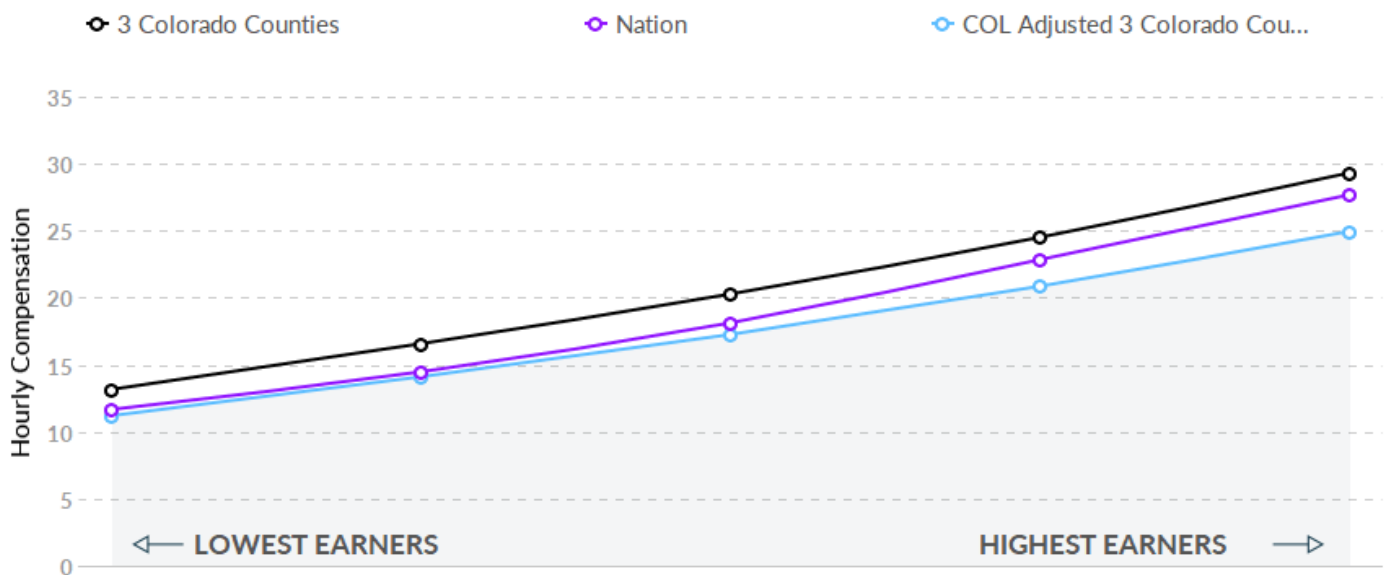
Demand

926 Employers Competing

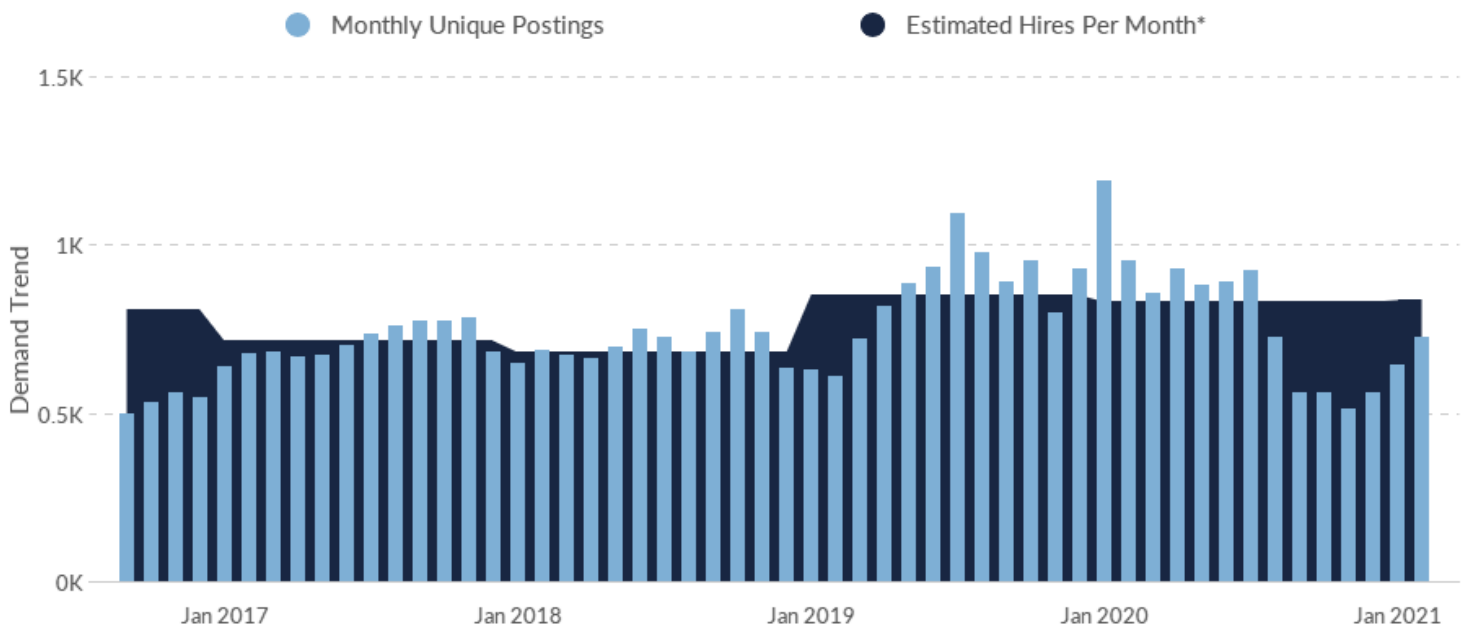All employers in the region who posted for this job over the last 12 months.

3,647 Unique Job Postings

The number of unique postings for this job over the last 12 months.

31 Day Median Duration

Posting duration is 1 day shorter than what's typical in the region.

Occupation	Avg Monthly Postings (Mar 2020 - Feb 2021)	Avg Monthly Hires (Mar 2020 - Feb 2021)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	731	833

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings		Top Job Titles	Unique Postings	
Robert Half International Inc.	194	▬▬▬	Administrative Assistant	845	▬▬▬
AppleOne	63	▬	Assistant Manager	85	▮
Prestige Staffing, LLC	53	▬	Office Assistant	84	▮
Aurora Public Schools	44	▬	Receptionist	43	▮
Aim Hire LLC	35	▬	Escrow Assistant	41	▮

Top Hard Skills

● Frequency in Job Postings   ● Frequency in Profiles
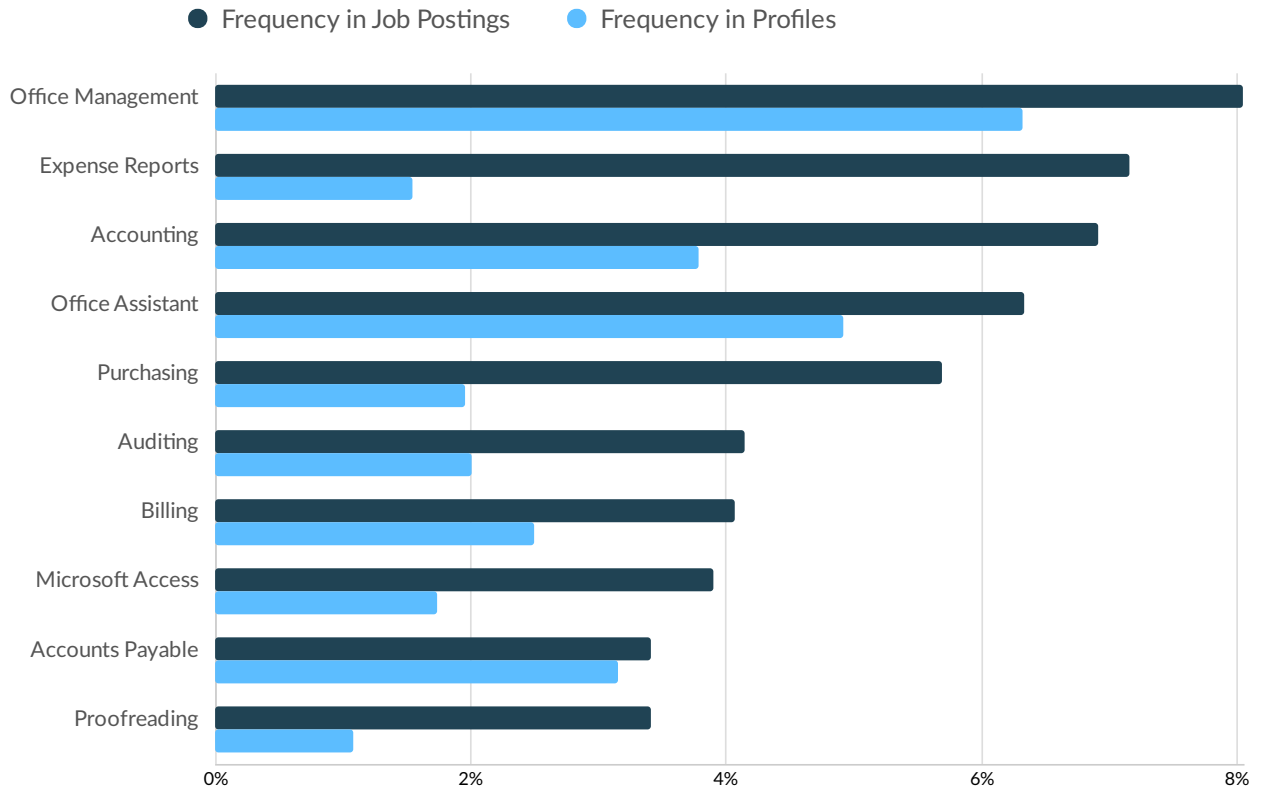
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Office Management	99	8%	838	6%
Expense Reports	88	7%	205	2%
Accounting	85	7%	502	4%
Office Assistant	78	6%	652	5%
Purchasing	70	6%	259	2%
Auditing	51	4%	266	2%
Billing	50	4%	332	3%
Microsoft Access	48	4%	231	2%
Accounts Payable	42	3%	419	3%
Proofreading	42	3%	143	1%

Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
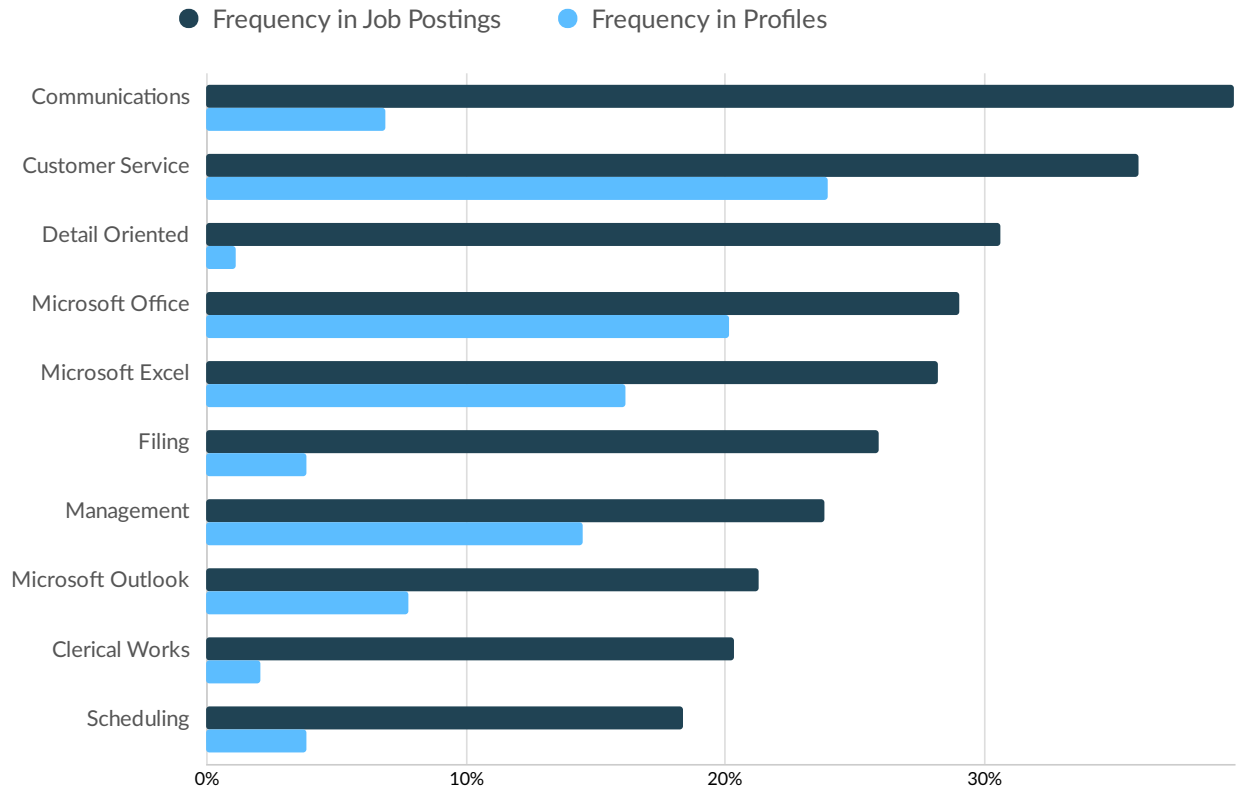
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	487	40%	919	7%
Customer Service	442	36%	3,174	24%
Detail Oriented	376	31%	149	1%
Microsoft Office	357	29%	2,670	20%
Microsoft Excel	347	28%	2,142	16%
Filing	319	26%	513	4%
Management	293	24%	1,919	14%
Microsoft Outlook	262	21%	1,034	8%
Clerical Works	250	20%	279	2%
Scheduling	226	18%	510	4%

Graduate Pipeline

1 Program

2 programs can train for this job, while only 1 program has produced completers in this region.

38 Completions (2019)

The completions from all regional institutions for all degree types.

1,468 Openings (2019)

The average number of openings for an occupation in the region is 146.

Top Programs	Completions (2019)	
Administrative Assistant and Se…	38	▬▬▬

Top Schools	Completions (2019)	
Community College of Denver	21	▬▬
Pickens Technical College	17	▬▬