

BUSINESS OFFICE TECHNOLOGY

Projected employment of secretaries and administrative assistants varies by occupational specialty. This occupation ranks among those with the largest number of job openings. Employment growth in the health care and social assistance should lead to above average growth for medical secretaries while growth in legal services industries is only average for legal secretaries. Employment of executive secretaries and administrative assistants is projected to grow faster than average for all occupations. Growing industries, such as administrative and support services; health care and social assistance; educational services (private); and professional, scientific, and technical services; will continue to generate most new job opportunities. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who retire or transfer to other occupations. Secretaries who are experienced, exceptionally skilled, and have knowledge of software applications will have excellent opportunities.

Employment Information

Greater Kansas City Area: In 2008, those in the business office technology field held an estimated 17,440 jobs in the eleven counties that make up the Kansas City Metropolitan Statistical Area (MSA). Of those, 10,720 were executive secretaries and administrative assistants; 5,040 were medical secretaries; and 1,680 were legal secretaries. Further data indicate that an estimated 4,310 executive secretaries and administrative assistants, 560 medical secretaries, and 330 legal secretaries were employed throughout Johnson County, Kansas in 2008.

State: In Kansas, those in the business office technology field held an estimated 21,580 jobs in 2007, with 24,310 jobs projected by 2014 (+12.7%). Of those, 17,020 were executive secretaries and administrative assistants (19,477 projected, +14.4%); 3,060 were medical secretaries (3,095 projected, +1.1%); and 1,500 were legal secretaries (1,738 projected, +15.9%). All together, 658 annual average openings are anticipated due to the need for replacements.

National: About 4,348,100 jobs were held in the business office technology field in 2008, with 4,819,700 jobs projected by 2018 (+10.8%). Of those, 1,594,400 were executive secretaries and administrative assistants (1,798,800 projected, +12.8%); 471,100 were medical secretaries (596,600 projected, +26.6%); and 262,600 were legal secretaries (311,000 projected, +18.4%). Approximately 471,000 openings are expected due to growth and the need for replacement workers.

Salary Information

Greater Kansas City Area: Executive secretaries and administrative assistants employed in the Greater Kansas City area earned an average hourly wage of \$18.67 in 2008. Additionally, legal secretaries earned \$18.42 per hour, and medical secretaries earned \$14.25 per hour. The average hourly wage for executive secretaries and administrative assistants in Johnson, Leavenworth, Miami and Wyandotte Counties was \$17.92 in 2008. Furthermore, legal secretaries earned \$14.85 per hour, and medical secretaries earned \$13.86 per hour.

State: Executive secretaries and administrative assistants in Kansas earned an average hourly wage of \$16.64 in 2008. Additionally, legal secretaries earned \$13.52 per hour and medical secretaries earned \$12.34 per hour.

National: Executive secretaries and administrative assistants working full-time earned a median hourly wage of \$19.24 in 2008. Additionally, legal secretaries earned \$19.16 per hour and medical secretaries earned \$14.27 per hour.

JCCC Placement and Salary Information

The JCCC Office of Institutional Research conducts a follow-up study of program completers one year after completion. One hundred percent of the business office technology program completers who responded to the short-term follow-up study conducted during the 2008-09 academic year were employed full-time in a job related to business office technology and reported earning an average hourly wage of \$13.57.

Note: Salary and placement information for JCCC career program completers is based on data supplied by respondents to follow-up studies and is not necessarily representative of all career program completers.