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 grow much faster than average for medical secretaries while growth in legal services industries is slower than average for legal secretaries. Employment of executive secretaries and administrative assistants is projected to grow about as fast as the average for all occupations. 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 computer software applications will have excellent opportunities.

Employment Information

**Greater Kansas City Area:** In 2016, those in the business office technology field held an estimated 35,632 jobs in the fifteen counties that make up the Kansas City Metropolitan Statistical Area (MSA), with 36,635 projected by 2021 (+2.8%). Of those positions in 2016, 6,412 were executive secretaries and administrative assistants, with 6,424 jobs projected by 2021 (increase less than 1%); 3,121 were medical secretaries, with 3,517 jobs projected by 2021 (+13%); 1,387 were legal secretaries, with 1,375 jobs projected by 2021 (-1%); and 24,712 were secretaries and administrative assistants, with 25,319 jobs projected by 2021 (+2%).

**State:** In Kansas, those in the business office technology field held an estimated 47,917 jobs in 2016, with 49,781 jobs projected by 2021 (+3.9%). Of those, 10,021 were executive secretaries and administrative assistants (10,019 projected, decrease less than 1%); 2,673 were medical secretaries (3,141 projected, +18%); 1,297 were legal secretaries (1,302 projected, increase less than 1%); and 33,927 were secretaries and administrative assistants (35,319 projected, +4%).

**National:** About 4,470,108 jobs were held in the business office technology field in 2016, with 4,636,907 jobs projected by 2021 (+3.7%). Of those, 755,927 were executive secretaries and administrative assistants (758,213 projected, increase less than 1%); 576,400 were medical secretaries (634,523 projected, +10%); 207,829 were legal secretaries (207,565 projected, decrease less than 1%); and 2,930,583 were secretaries and administrative assistants (3,036,607 projected, +4%).
Salary Information

**Greater Kansas City Area:** Executive secretaries and administrative assistants employed in the Greater Kansas City area earned an average hourly wage of $23.99 in 2016. Additionally, legal secretaries earned $21.02 per hour, medical secretaries earned $16.37 per hour, and secretaries and administrative assistants earned $16.11.

**State:** Executive secretaries and administrative assistants in Kansas earned an average hourly wage of $21.41 in 2016. Additionally, legal secretaries earned $17.12 per hour, medical secretaries earned $15.30 per hour, and secretaries and administrative assistants earned $14.74 per hour.

**National:** Executive secretaries and administrative assistants working full-time earned an average hourly wage of $25.71 in 2016. Additionally, legal secretaries earned $22.08 per hour, medical secretaries earned $16.09 per hour, and secretaries and administrative assistants earned $16.46 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. Sixty-five percent of the graduates who responded to the follow-up study conducted during 2015-16, and were employed, were employed in a related field and reported earning an average hourly wage of $11.31.

**Note:** Salary Information for Greater Kansas City, State, and National is based on EMSI 2016 third quarter data. JCCC information for career program completers is based on data supplied by respondents to follow-up studies and is not necessarily representative of all career program completers. Other sources: Bureau of Labor Statistics.