



Secretaries and administrative assistants, except legal, medical, and executive

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Cognitive and mental requirements

The qualifications that workers need to use judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2023, verbal interactions were required constantly (every few minutes) for 24.3 percent of secretaries and administrative assistants, except legal, medical, and executive, and were required not constantly, but more than once per hour for 68.1 percent.

Table 1. Percentage of secretaries and administrative assistants, except legal, medical, and executive with cognitive and mental requirements, 2023

Requirement	Yes	No
Pace: Pause control	84.5	15.5
Interaction with general public	96.0	4.0
Working around crowds	0.6	99.4
Telework	8.1	91.9
Work review: Supervising others	3.4	96.6
Work review: Presence of supervisor	79.3	20.7

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

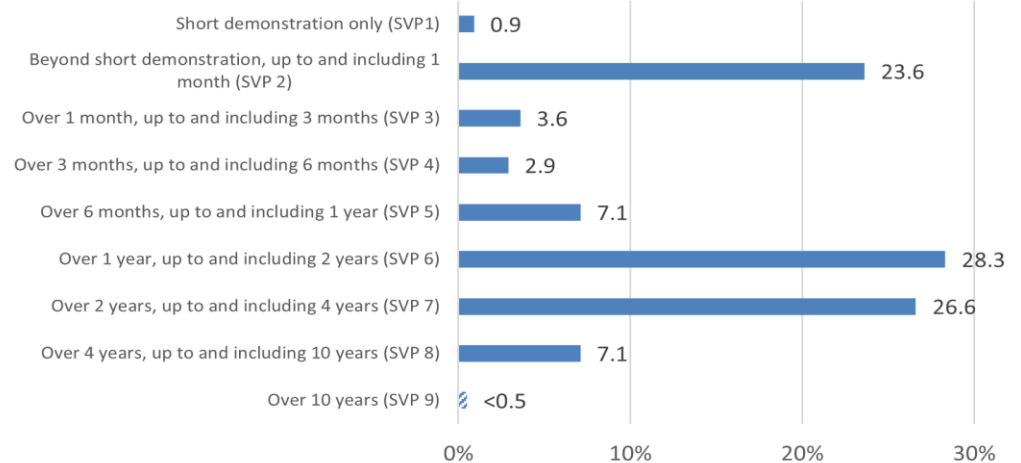
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

In 2023, credentials were required for 11.6 percent of secretaries and administrative assistants, except legal, medical, and executive. Prior work experience was required for 69.1 percent and on-the-job training was required for 84.3 percent.

A high school diploma was required for 81.9 percent of secretaries and administrative assistants, except legal, medical, and executive.

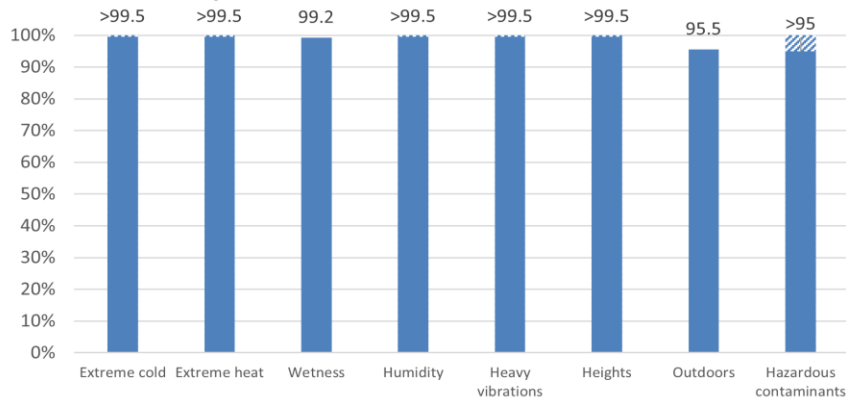
Chart 1. Percentage of secretaries and administrative assistants, except legal, medical, and executive by specific preparation time (SVP) level, 2023



Note: Striped bars represent range estimates where precise value is unpublished.

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Chart 2. Percentage of secretaries and administrative assistants, except legal, medical, and executive without exposure to environmental conditions, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

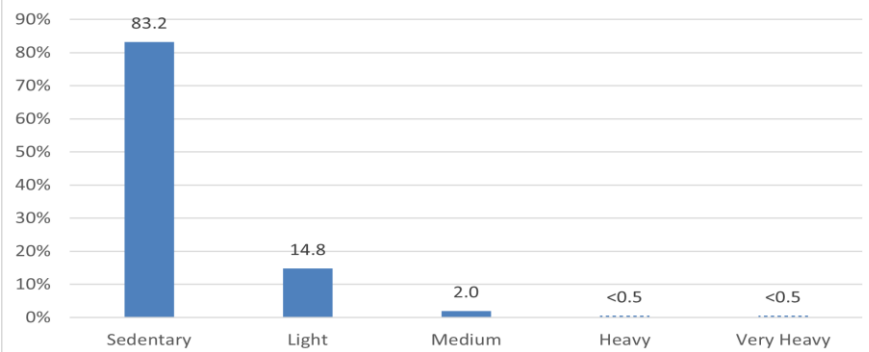
In 2023, greater than 99.5 percent of secretaries and administrative assistants, except legal, medical, and executive were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for 99.2 percent, greater than 99.5 percent were not exposed to heavy vibrations, and 95.5 percent were not exposed to the outdoors.

Physical demands

Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2023, keyboarding was required for greater than 99.5 percent of secretaries and administrative assistants, except legal, medical, and executive and was not required for less than 0.5 percent. For less than 0.5 percent of workers, keyboarding was seldom performed, for 27.0 percent keyboarding occurred occasionally, 70.0 percent frequently, and for 2.7 percent keyboarding occurred constantly.

Chart 3. Percentage of secretaries and administrative assistants, except legal, medical, and executive by strength level requirements, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Performing work in low postures was required for 19.4 percent of secretaries and administrative assistants, except legal, medical, and executive and was not required for 80.6 percent.

The choice to sit or stand when performing critical tasks was available to 94.1 percent of secretaries and administrative assistants, except legal, medical, and executive. On average, workers spent 86.6 percent of the workday sitting and 13.4 percent of the workday standing.

Table 2. Percentage of secretaries and administrative assistants, except legal, medical, and executive with physical demands, 2023

Requirement	Yes	No
Choice of sitting or standing	94.1	5.9
Driving	10.2	89.8
Climbing structure-related ramps or stairs	9.7	90.3

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey