



## Medical secretaries and administrative assistants

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

## Cognitive and mental requirements

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

In 2024, work was controlled by people for 98.3 percent of medical secretaries and administrative assistants, and work was self-paced for less than 5 percent.

**Table 1. Percentage of medical secretaries and administrative assistants with cognitive and mental requirements, 2024**

Requirement	Yes	No
<b>Adaptability: Work schedule variability</b>	31.0	69.0
<b>Pace: Pause control</b>	43.0	57.0
<b>Telework</b>	2.7	97.3
<b>Work review: Presence of supervisor</b>	80.4	19.6
<b>Work review: Supervising others</b>	<0.5	>99.5
<b>Working around crowds</b>	<0.5	>99.5

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

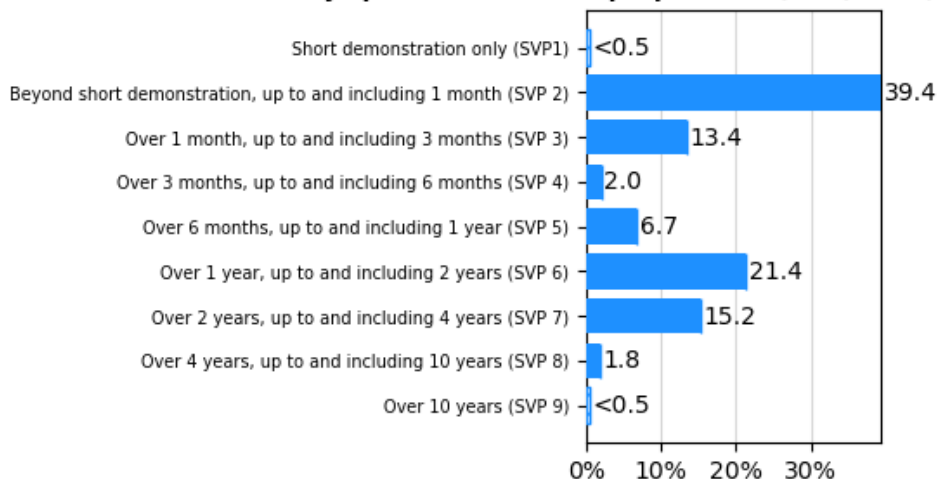
## Education, training, and experience requirements

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

In 2024, prior work experience was required for 43.8 percent of medical secretaries and administrative assistants and on-the-job training was required for 98.3 percent.

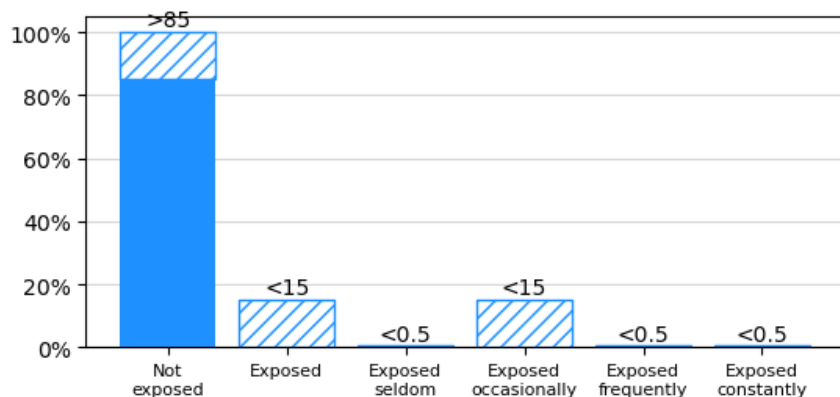
A high school diploma was required for 96.1 percent of medical secretaries and administrative assistants.

**Chart 1. Percentage of medical secretaries and administrative assistants by specific vocational preparation (SVP) level, 2024**



Note: Striped bars represent range estimates where precise value is unpublished.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 medical secretaries and administrative assistants with wetness exposure and duration, 2024**



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.

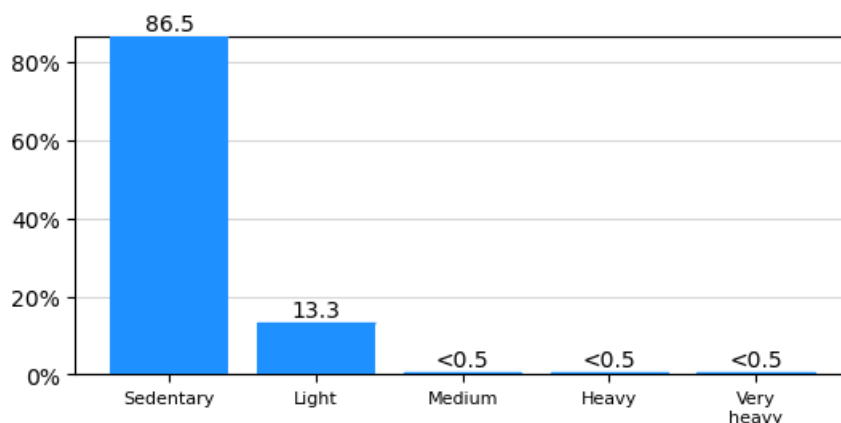
In 2024, a quiet noise exposure was present for 11.3 percent of medical secretaries and administrative assistants. Another 88.7 percent were exposed to moderate noise, less than 0.5 percent were exposed to loud noise, and less than 0.5 percent to very loud noise. Personal protective equipment (PPE) was used by less than 0.5 percent of workers to mitigate noise exposure, and was not used by greater than 99.5 percent.

## 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 2024, reaching at or below the shoulder was required for 62.5 percent of medical secretaries and administrative assistants and was not required for 37.5 percent. For 18.3 percent of workers, reaching at or below the shoulder was seldom performed, for 44.3 percent reaching at or below the shoulder occurred occasionally, less than 0.5 percent frequently, and for less than 0.5 percent reaching at or below the shoulder occurred constantly.

**Chart 3. Percentage of medical secretaries and administrative assistants by strength level requirements, 2024**



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 22.0 percent of medical secretaries and administrative assistants and was not required for 78.0 percent.

The choice to sit or stand when performing critical tasks was available to 69.3 percent of medical secretaries and administrative assistants. On average, workers spent 87.0 percent of the workday sitting and 13.0 percent of the workday standing.

**Table 2. Percentage of medical secretaries and administrative assistants with physical demands, 2024**

Requirement	Yes	No
Choice of sitting or standing	69.3	30.7
Climbing structure-related ramps or stairs	9.9	90.1
Driving	<0.5	>99.5

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