



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 2022, verbal interactions were required constantly (every few minutes) for 25.7 percent of secretaries and administrative assistants, except legal, medical, and executive,

and were required not constantly, but more than once per hour for 66.1 percent.

Table 1. Percentage of secretaries and administrative assistants, except legal, medical, and executive with cognitive and mental requirements, 2022

Requirement	Yes	No
Pace: Pause control	85.4	14.6
Interaction with general public	95.7	4.3
Working around crowds	0.7	99.3
Telework	7.0	93.0
Work review: Supervising others	3.6	96.4
Work review: Presence of supervisor	82.6	17.4

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 2022, credentials were required for 12.3 percent of secretaries and administrative assistants, except legal, medical, and executive. Prior work experience was required for 67.5 percent and on-the-job training was required for 84.5 percent.

A high school diploma was required for 81.3 percent of secretaries and administrative assistants, except legal, medical, and executive.

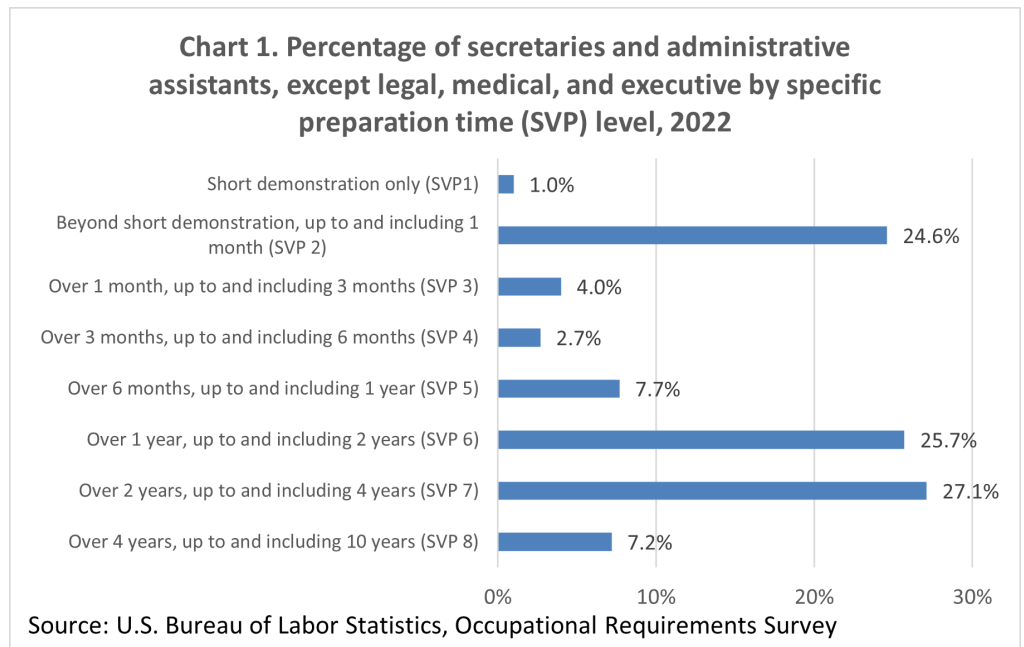
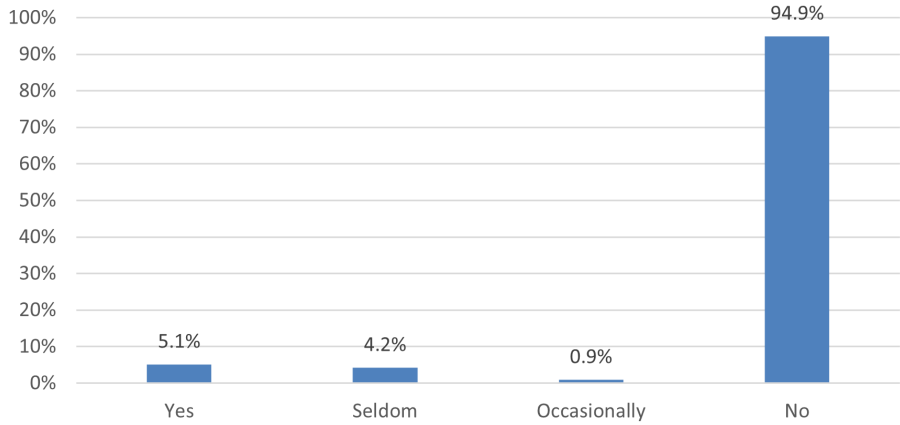


Chart 2. Percentage of secretaries and administrative assistants, except legal, medical, and executive with outdoor exposure and duration, 2022



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 2022, 100.0 percent of secretaries and administrative assistants, except legal, medical, and executive were not exposed to extreme cold, and 100.0 percent were not exposed to extreme heat. Wetness was not present for 99.4 percent, 100.0 percent were not exposed to heavy vibrations, and 94.9 percent were not exposed to the outdoors.

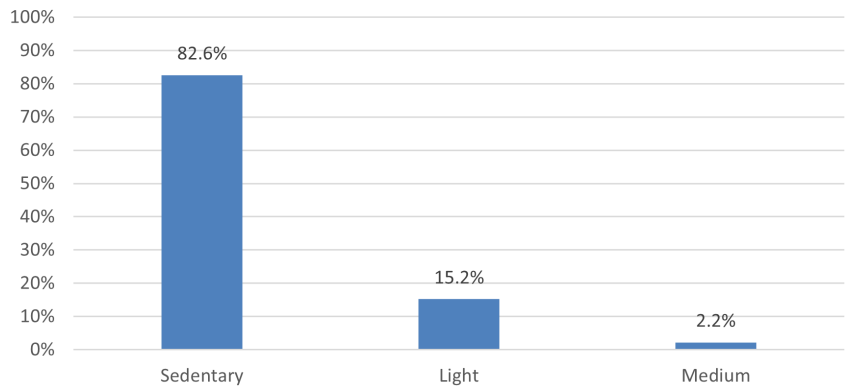
Physical demands

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

In 2022, keyboarding was required for 99.9 percent of secretaries and administrative assistants, except legal, medical, and executive. For 25.1 percent of workers, keyboarding was occasionally performed, 71.5 percent frequently, and 3.2 percent keyboarding occurred constantly.

Performing work in low postures was required for 19.9 percent of secretaries and administrative assistants, except legal, medical, and executive and was not required for 80.1 percent.

Chart 3. Percentage of secretaries and administrative assistants, except legal, medical, and executive by strength level requirements, 2022



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

The choice to sit or stand when performing critical tasks was available to 95.0 percent of secretaries and administrative assistants, except legal, medical, and executive. On average, workers spent 86.1 percent of the workday sitting and 13.9 percent of the workday standing.

Table 2. Percentage of secretaries and administrative assistants, except legal, medical, and executive with physical demands, 2022

Requirement	Yes	No
Choice of sitting or standing	95.0	5.0
Driving	10.3	89.7
Climbing structure-related ramps or stairs	10.5	89.5

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