



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 judgement, make decisions, interact with others, and adapt to changes in jobs.

In 2024, work was controlled by people for 95.0 percent of secretaries and administrative assistants, except legal, medical, and executive, and work was self-paced for 4.9 percent.

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

Requirement	Yes	No
Adaptability: Work schedule variability	13.1	86.9
Pace: Pause control	74.7	25.3
Telework	21.3	78.7
Work review: Presence of supervisor	74.7	25.3
Work review: Supervising others	2.9	97.1
Working around crowds	<0.5	>99.5

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

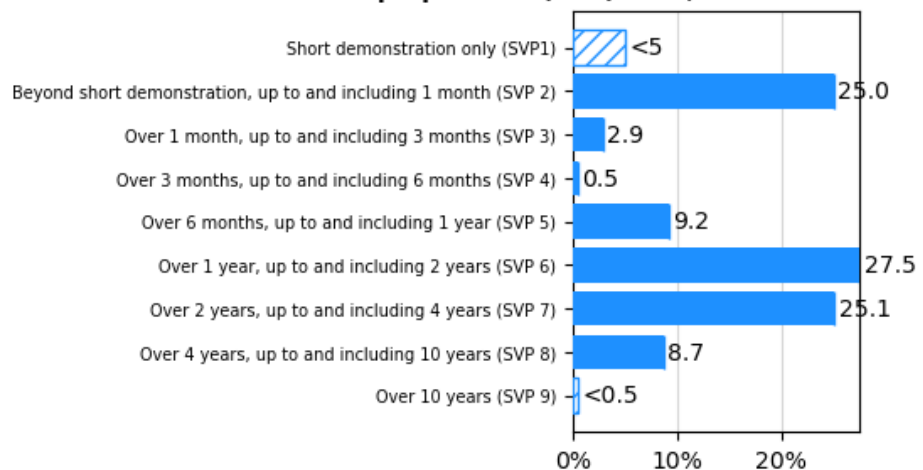
Education, training, and experience requirements

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 68.2 percent of secretaries and administrative assistants, except legal, medical, and executive and on-the-job training was required for 85.2 percent.

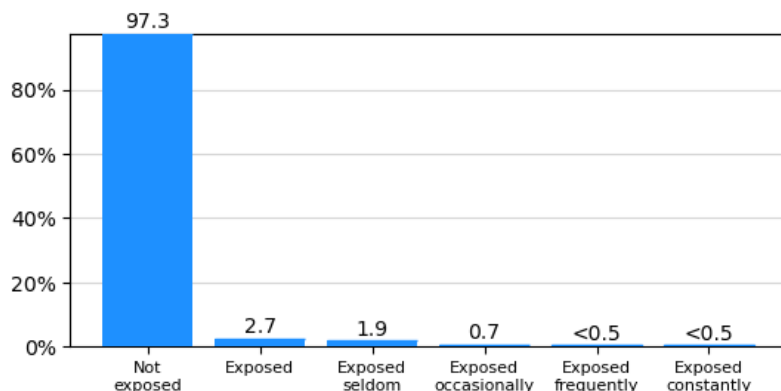
A high school diploma was required for 79.7 percent of secretaries and administrative assistants, except legal, medical, and executive.

Chart 1. Percentage of secretaries and administrative assistants, except legal, medical, and executive by specific 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Note: Striped bars represent range estimates where precise value is unpublished.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 secretaries and administrative assistants, except legal, medical, and executive with outdoor 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.

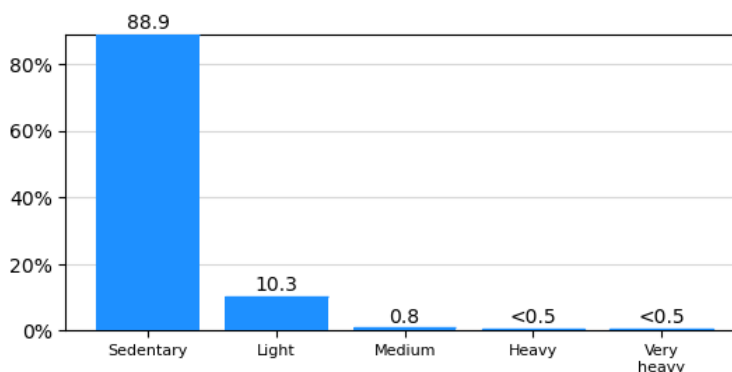
In 2024, a quiet noise exposure was present for 26.8 percent of secretaries and administrative assistants, except legal, medical, and executive. Another 73.2 percent were exposed to moderate noise, less than 0.5 percent were exposed to loud noise, and less than 0.5 percent to very loud noise. Personal 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 43.4 percent of secretaries and administrative assistants, except legal, medical, and executive and was not required for 56.6 percent. For 21.2 percent of workers, reaching at or below the shoulder was seldom performed, for 22.2 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 secretaries and administrative assistants, except legal, medical, and executive 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 17.4 percent of secretaries and administrative assistants, except legal, medical, and executive and was not required for 82.6 percent.

The choice to sit or stand when performing critical tasks was available to 85.4 percent of secretaries and administrative assistants, except legal, medical, and executive. On average, workers spent 87.9 percent of the workday sitting and 12.1 percent of the workday standing.

Table 2. Percentage of secretaries and administrative assistants, except legal, medical, and executive with physical demands, 2024

Requirement	Yes	No
Choice of sitting or standing	85.4	14.6
Climbing structure-related ramps or stairs	7.6	92.4
Driving	5.2	94.8

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