

Executive Action

In Nevada, executive secretaries — the category in which executive/administrative assistants fall with the Nevada Association of Employers — make a weighted average of about \$3,330 a month, or about \$40,000 a year, according to that organization, but some can make more than \$60,000 a year.

Four million strong

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. The following tabulation shows the distribution of employment by secretarial specialty:

Secretaries, except legal, medical, and executive	1,934,000
Executive secretaries and administrative assistants	1,547,000
Medical secretaries	373,000
Legal secretaries	272,000

Source: U.S. Bureau of Labor Statistics