



Executive secretaries and executive administrative assistants

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

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, more than basic people skills were required for 93.0 percent of executive secretaries and executive administrative assistants, and basic people skills were required for 7.0 percent.

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

Requirement	Yes	No
Pace: Pause control	88.7	11.3
Interaction with general public	93.6	6.4
Working around crowds	<5	>95
Telework	23.1	76.9
Work review: Supervising others	11.5	88.5
Work review: Presence of supervisor	82.9	17.1

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

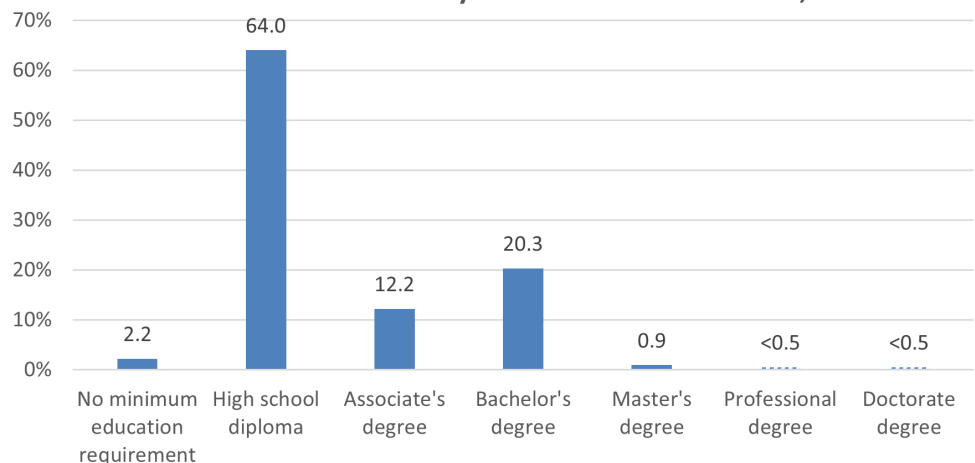
Education, training, and experience requirements

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

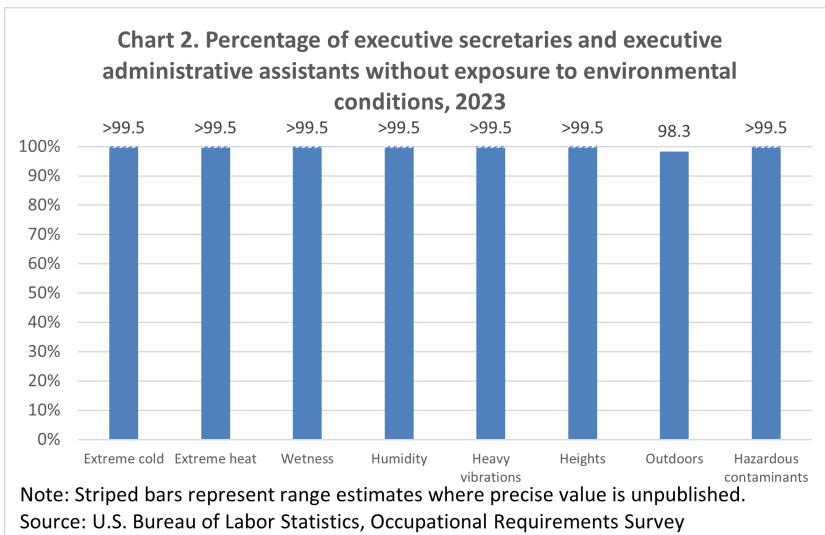
In 2023, credentials were required for 9.1 percent of executive secretaries and executive administrative assistants. Prior work experience was required for 93.6 percent and on-the-job training was required for 71.1 percent.

A high school diploma was required for 64.0 percent of executive secretaries and executive administrative assistants.

Chart 1. Percentage of executive secretaries and executive administrative assistants by minimum education level, 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Note: Striped bars represent range estimates where precise value is unpublished.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 executive secretaries and executive administrative assistants were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for greater than 99.5 percent, greater than 99.5 percent were not exposed to heavy vibrations, and 98.3 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 executive secretaries and executive administrative assistants and was not required for less than 0.5 percent.

Performing work in low postures was required for 12.0 percent of executive secretaries and executive administrative assistants and was not required for 88.0 percent.

The choice to sit or stand when performing critical tasks was available to 96.5 percent of executive secretaries and executive administrative assistants. On average, workers spent 86.9 percent of the workday sitting and 13.1 percent of the workday standing.

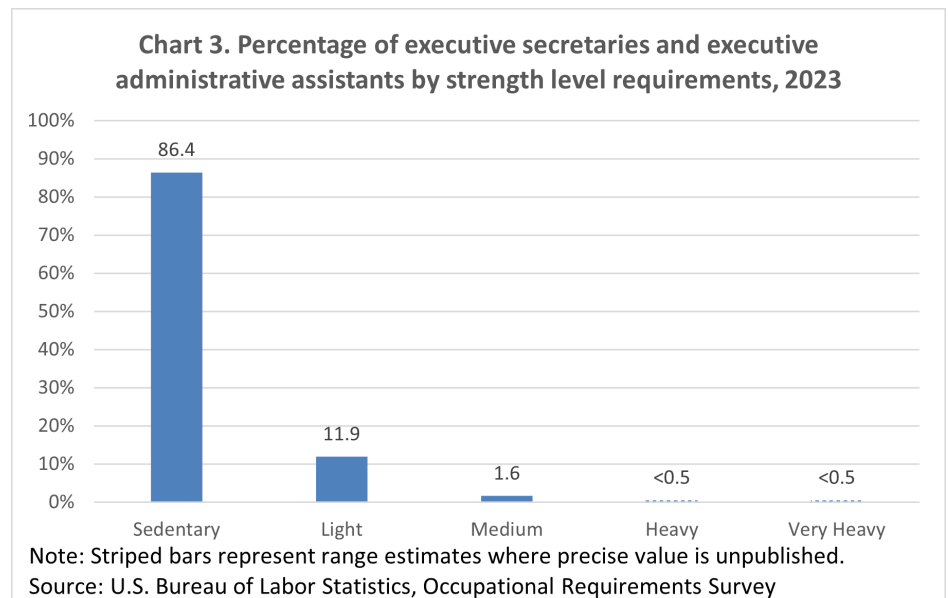


Table 2. Percentage of executive secretaries and executive administrative assistants with physical demands, 2023

Requirement	Yes	No
Choice of sitting or standing	96.5	3.5
Driving	8.4	91.6
Climbing structure-related ramps or stairs	5.4	94.6

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