



# Gainful Employment Disclosure Statement

## Certificate - Administrative Assistant

Standard Occupation Code (SOC)	Description	CA 2022 Employment Estimate	CA 2022-2032 % Change	CA 2022 Median Hourly Wage	CA 2022 Median Annual Wage	Typical Entry Level Education
43-9021	Data Entry Keyers	16,800	-24.4%	\$20	\$40,554	High school diploma or equivalent
43-1011	First-Line Supervisors of Office and Administrative Support Workers	164,500	-0.7%	\$33	\$68,588	High school diploma or equivalent
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	14,200	-2.1%	\$25	\$51,152	Associate's degree
43-6011	Executive Secretaries and Executive Administrative Assistants	61,800	-18.4%	\$39	\$80,240	High school diploma or equivalent
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	183,500	-7.6%	\$24	\$50,150	High school diploma or equivalent
43-3061	Procurement Clerks	6,800	-4.4%	\$24	\$50,057	High school diploma or equivalent
43-4021	Correspondence Clerks	--	--	--	--	--
43-4071	File Clerks	11,000	-12.7%	\$21	\$42,754	High school diploma or equivalent
43-4151	Order Clerks	18,600	-15.1%	\$21	\$42,806	Some college, no degree
43-5011	Cargo and Freight Agents	16,100	13.7%	\$24	\$50,036	High school diploma or equivalent
43-9022	Word Processors and Typists	9,100	-38.5%	\$25	\$52,040	High school diploma or equivalent

43-9041	Insurance Claims and Policy Processing Clerks	24,100	-6.2%	\$24	\$50,656	High school diploma or equivalent
43-9061	Office Clerks, General	302,100	-3.0%	\$21	\$43,787	High school diploma or equivalent

### ***Program Estimated Completion***

- Required Units: 22
- Program Length: estimated 2 semester(s), at 12 units per semester

### ***Program Estimated Costs (2025-26)***

- \$1,100 for in-state tuition and fees
- \$13,288 for out-of-state tuition and fees

For more information about job outlook for SBVC degrees, please visit:

<https://labormarketinfo.edd.ca.gov/commcolleges/>