



# Office Administrative and Support Occupation Profile

Prepared by Carol Campbell

**STDBonline office**  
 5956 Sherry Ln  
 Dallas, TX 75225

Site Type: Radius

Latitude: 32.86198  
 Longitude: -96.809832  
 Radius: 3.0 mile

2007 Industry Employment	Number		
Total Industry Employment	114,871		
Unclassified Occupation Employment	2,362		
			<b>Workforce Occupation Index™</b>
2007 Employment in Office Administrative and Support	Number	Percent	Index™
Bill and account collectors	484	0.4%	1.30
Billing and posting clerks and machine operators	535	0.5%	1.12
Bookkeeping, accounting, and auditing clerks	2,168	1.9%	1.15
Brokerage clerks	247	0.2%	3.31
Cargo and freight agents	84	0.1%	1.63
Communications equipment operators, all other	1	0.0%	1.05
Computer operators	185	0.2%	1.25
Correspondence clerks	20	0.0%	1.20
Couriers and messengers	133	0.1%	1.01
Court, municipal, and license clerks	4	0.0%	0.30
Credit authorizers, checkers, and clerks	78	0.1%	1.35
Customer service representatives	2,373	2.1%	1.22
Data entry keyers	308	0.3%	1.23
Desktop publishers	39	0.0%	1.16
Dispatchers, except police, fire, and ambulance	126	0.1%	0.83
Eligibility interviewers, government programs	7	0.0%	0.46
Executive secretaries and administrative assistants	2,001	1.8%	1.41
File clerks	268	0.2%	1.32
First-line supervisors/managers of office and administrative support workers	1,693	1.5%	1.26
Gaming cage workers	35	0.0%	0.91
Hotel, motel, and resort desk clerks	98	0.1%	0.63
Human resources assistants, except payroll and timekeeping	121	0.1%	1.08
Information and record clerks, all other	107	0.1%	1.05
Insurance claims and policy processing clerks	210	0.2%	0.89
Interviewers, except eligibility and loan	166	0.1%	1.12
Legal secretaries	530	0.5%	2.15
Library assistants, clerical	72	0.1%	0.96
Loan interviewers and clerks	370	0.3%	1.49
Mail clerks and mail machine operators, except postal service	150	0.1%	1.44
Medical secretaries	408	0.4%	1.14
Meter readers, utilities	43	0.0%	1.51
New accounts clerks	68	0.1%	0.95
Office and administrative support workers, all other	255	0.2%	1.41
Office clerks, general	3,334	3.0%	1.21
Office machine operators, except computer	334	0.3%	1.35
Order clerks	229	0.2%	0.92
Payroll and timekeeping clerks	154	0.1%	0.93
Police, fire, and ambulance dispatchers	9	0.0%	0.59
Postal service clerks	17	0.0%	0.39
Postal service mail carriers	77	0.1%	0.39
Postal service mail sorters, processors, and processing machine operators	48	0.0%	0.39
Procurement clerks	39	0.0%	0.94
Production, planning, and expediting clerks	280	0.2%	1.04
Proofreaders and copy markers	19	0.0%	1.08
Receptionists and information clerks	1,336	1.2%	1.28
Reservation and transportation ticket agents and travel clerks	260	0.2%	1.77
Secretaries, except legal, medical, and executive	1,989	1.8%	1.22
Shipping, receiving, and traffic clerks	613	0.5%	0.92
Statistical assistants	11	0.0%	1.25
Stock clerks and order fillers	1,015	0.9%	0.80
Switchboard operators, including answering service	178	0.2%	1.08
Telephone operators	30	0.0%	0.77
Tellers	497	0.4%	0.97
Weighers, measurers, checkers, and samplers, recordkeeping	58	0.1%	0.90
Word processors and typists	97	0.1%	1.32

**Data Note:** The Workforce Occupation Index™ (WOI) indicates concentration relative to a national average of 1.00. Occupation estimates are based on the national industry average and calculated based on the Total Industry Employment minus the Unclassified Occupation Employment.

**Source:** Workforce Strategies, Inc.