



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	Percent
Total Industry Employment	114,871	
Administrative & Support & Waste Management & Remediation Services	3,439	3.0%

2007 Office Administrative and Support

	Establishments	Employees	Percent	Industry Employment Index™
Business Support Services	24	148	0.1%	1.04
Employment Services	9	111	0.1%	0.56
Facilities Support Services	1	50	0.0%	0.87
Investigation and Security Services	15	231	0.2%	0.62
Office Administrative Services	149	1,266	1.1%	2.62
Other Support Services	2	12	0.0%	2.46
Services to Buildings and Dwellings	119	816	0.7%	0.49
Travel Arrangement and Reservation Services	90	603	0.5%	1.18

2006 Wage (*See Data Note)

	Amount	Percent of US
Industry Average Weekly Wage	\$1,006	1.22%
Industry Average Annual Pay	\$52,304	
Administrative and Support Services - Average Weekly Wage	\$672	1.22%
Administrative and Support Services - Average Annual Pay	\$34,919	

2007 Workforce Preparation Indicator™

	Number	Percent	Workforce Preparation Index™
Unclassified Skill Employment	7,506		
Workforce Preparation	54,175	50.5%	1.11

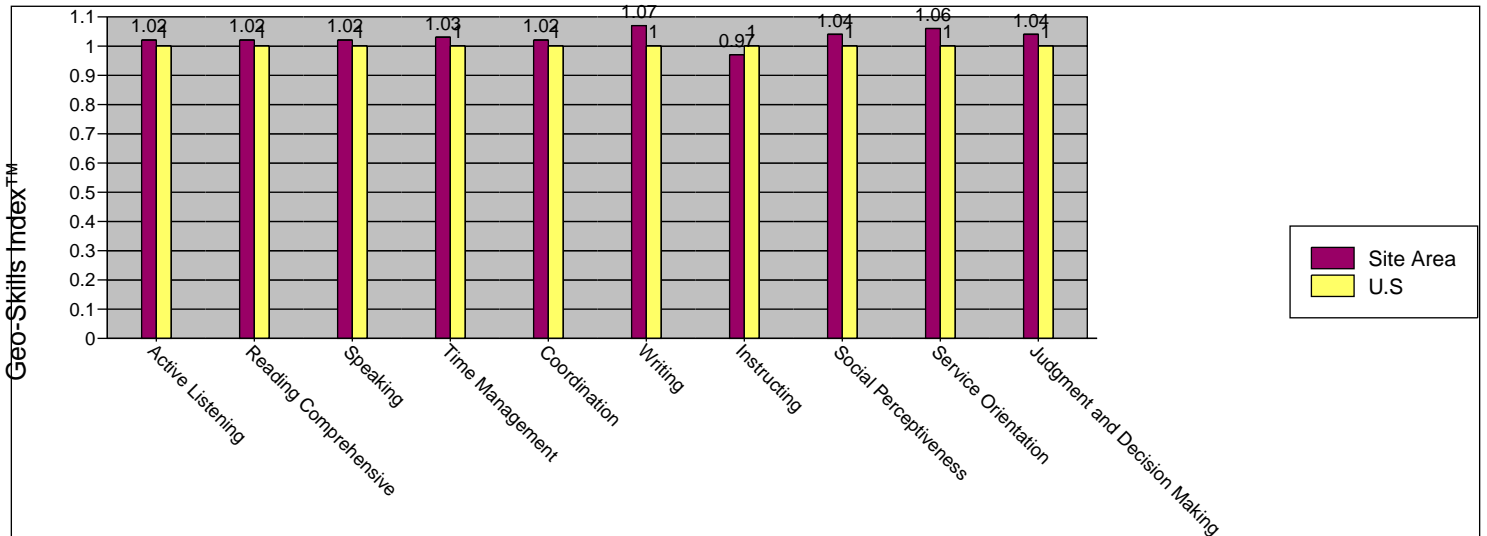
2007 Geo-Skills Indicator™

	Number	Percent	Geo-Skills Index™
Unclassified Skill Employment	7,506		

Top Office Administrative and Support Skills

	Number	Percent	Index™
Active Listening	103,322	96.2%	1.02
Reading Comprehension	93,769	87.3%	1.02
Speaking	99,078	92.3%	1.02
Time Management	80,817	75.3%	1.03
Coordination	83,319	77.6%	1.02
Writing	74,603	69.5%	1.07
Instructing	76,156	70.9%	0.97
Social Perceptiveness	77,638	72.3%	1.04
Service Orientation	63,766	59.4%	1.06
Judgment and Decision Making	63,903	59.5%	1.04

2007 Top Office Administrative and Support Skills



Source: Workforce Strategies, Inc., US Bureau of Labor Statistics, US Census Bureau, ONET® data 11.0.



Office Administration and Support Workforce Profile

Prepared by Carol Campbell

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2004 Poverty (*See Data Note)	Number	Percent	
Poverty Estimate(All Ages)	385,990	17%	

2007 Occupation Employment	Number		
Unclassified Occupation Employment	2,362		

2007 Employment in 22 Major Occupation Categories	Number	Percent	Workforce Occupation Index™
Management occupations	7,037	6.3%	1.10
Business and financial operations occupations	6,671	5.9%	1.43
Computer and mathematical science occupations	3,399	3.0%	1.25
Architecture and engineering occupations	2,290	2.0%	1.17
Life, physical, and social science occupations	1,080	1.0%	1.38
Community and social services occupations	832	0.7%	0.69
Legal occupations	1,444	1.3%	2.03
Education, training, and library occupations	4,631	4.1%	0.87
Arts, design, entertainment, sports, and media occupations	4,133	3.7%	1.49
Healthcare practitioners and technical occupations	5,086	4.5%	0.97
Healthcare support occupations	1,749	1.6%	0.73
Protective service occupations	1,247	1.1%	0.96
Food preparation and serving related occupations	7,120	6.3%	0.95
Building and grounds cleaning and maintenance occupations	3,232	2.9%	0.81
Personal care and service occupations	3,003	2.7%	1.03
Sales and related occupations	12,294	10.9%	1.00
Office and administrative support occupations	24,011	21.3%	1.18
Farming, fishing, and forestry occupations	637	0.6%	0.28
Construction and extraction occupations	4,265	3.8%	0.74
Installation, maintenance, and repair occupations	4,269	3.8%	0.90
Production occupations	7,427	6.6%	0.79
Transportation and material moving occupations	6,653	5.9%	0.86

2007 Office Administrative and Support Occupation Employment	Number	Percent	Workforce Occupation Index™
Communications equipment operators	209	0.2%	1.02
Financial clerks	3,912	3.5%	1.12
Information and record clerks	5,824	5.2%	1.25
Material recording, scheduling, dispatching, and distributing occupations	2,503	2.2%	0.83
Other office and administrative support workers	4,941	4.4%	1.22
Secretaries and administrative assistants	4,929	4.4%	1.35
Supervisors, office and administrative support workers	1,693	1.5%	1.26

Data Note: The Industry Employment Index™ (IEI), Workforce Preparation Index™ (WFPI), Geo-Skill Index™ (GSI) and Workforce Occupation Index™ (WOI) indicate concentration relative to a national average of 1.00. Industry employment is based on the NAICS. Occupation and skill estimates are based on the national industry average. Occupation employment is calculated based on the Total Industry Employment minus the Unclassified Occupation Employment. Both Skill and Workforce Preparation estimates are based on the Total Industry Employment minus the Unclassified Skill Employment. *Geometric retrieval, block group, census tract, and county reports show county level poverty, wage, education and insurance data. State reports show state level poverty, wage, education and insurance data.

Source: Workforce Strategies, Inc., US Bureau of Labor Statistics, US Census Bureau, O*NET® data 11.0.