



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 judgement, make decisions, interact with others, and adapt to changes in jobs.

In 2024, more than basic people skills were required for 95.1 percent of executive secretaries and executive administrative assistants, and basic people skills were required for 4.9 percent.

Table 1. Percentage of executive secretaries and executive administrative assistants with cognitive and mental requirements, 2024

Requirement	Yes	No
Adaptability: Work schedule variability	22.7	77.3
Pace: Pause control	88.1	11.9
Telework	51.4	48.6
Work review: Presence of supervisor	67.4	32.6
Work review: Supervising others	6.0	94.0
Working around crowds	<5	>95

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

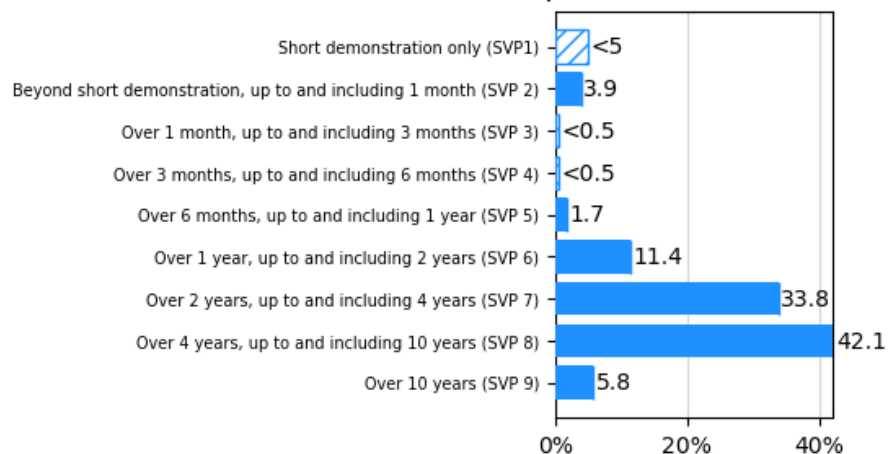
Education, training, and experience requirements

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

In 2024, prior work experience was required for 89.7 percent of executive secretaries and executive administrative assistants and on-the-job training was required for 82.8 percent.

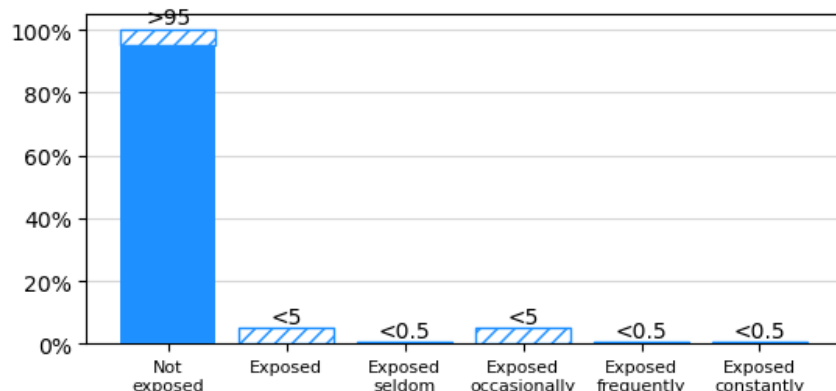
A high school diploma was required for 56.7 percent of executive secretaries and executive administrative assistants.

Chart 1. Percentage of executive secretaries and executive administrative assistants by specific vocational preparation (SVP) level, 2024



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Chart 2. Percentage of executive secretaries and executive administrative assistants with outdoor exposure and duration, 2024



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 2024, a quiet noise exposure was present for 37.4 percent of executive secretaries and executive administrative assistants. Another 62.6 percent were exposed to moderate noise, less than 0.5 percent were exposed to loud noise, and less than 0.5 percent to very loud noise. Personal protective equipment (PPE) was used by less than 0.5 percent of workers to mitigate noise exposure, and was not used by greater than 99.5 percent.

Physical demands

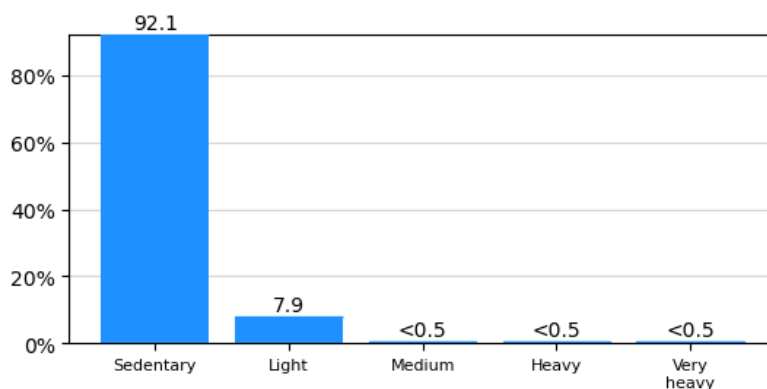
Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2024, reaching at or below the shoulder was required for 26.6 percent of executive secretaries and executive administrative assistants and was not required for 73.4 percent. For 9.7 percent of workers, reaching at or below the shoulder was seldom performed, for 14.7 percent reaching at or below the shoulder occurred occasionally, less than 10 percent frequently, and for less than 0.5 percent reaching at or below the shoulder occurred constantly.

Performing work in low postures was required for 7.7 percent of executive secretaries and executive administrative assistants and was not required for 92.3 percent.

The choice to sit or stand when performing critical tasks was available to 90.3 percent of executive secretaries and executive administrative assistants. On average, workers spent 91.7 percent of the workday sitting and 8.3 percent of the workday standing.

Chart 3. Percentage of executive secretaries and executive administrative assistants by strength level requirements, 2024



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Table 2. Percentage of executive secretaries and executive administrative assistants with physical demands, 2024

Requirement	Yes	No
Choice of sitting or standing	90.3	9.7
Climbing structure-related ramps or stairs	2.1	97.9
Driving	8.9	91.1

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