

Office and Administrative Support

Opportunities in Allegheny County - 2023

81,588
People employed in the field

12.6%
Share of total jobs in Allegheny County

\$41,355
Median Annual Wage

RIASEC



Role	Number of Jobs	Starting Wage*	Median Annual Wage	Education Required
Customer Service Representatives	13,479	\$25,107	\$38,364	High School diploma
Office Clerks, General	13,444	\$25,004.	\$39,158	High School diploma
Secretaries & Administrative Assistants, Except Legal, Medical, & Executive	10,345	\$24,989	\$39,222	High School diploma
Medical Secretaries & Administrative Assistants	4,823	\$30,204	\$37,669	High School diploma
Production, Planning and Expediting Clerks	991	\$35,890	\$50,320	High School diploma
Information and Record Clerks	434	\$37,849	\$47,957	High School diploma

Key Skills

Office and Administrative Support roles require **data entry** and **billing** skills. With many roles in the finance sector **accounting** and **financing skills** are also important.

Many Office and Administrative Support roles also rely on good **customer service, communication, and leadership skills.**



- High School diploma
- Certification or Associate's degree
- Bachelor's degree

Source: Lightcast
*Starting wage is the 10th percentile wage for all employed in occupation

Tyler's Story

Tyler entered college with a dream for success; but after a year he realized that the higher education route was not for him. This did not diminish his dream for success. He was working a full-time job and a part-time job. When the opportunity to participate in BankWork\$, a free 8-week program that prepares participants for positions in financial services presented itself, he enrolled immediately. Tyler is now an Assistant Bank Manager, with a route to promotion without a four-year degree.

How do I start?

- Get experience:
- [Learn & Earn](#)
 - [Year-round youth programs](#)

- Get Training:
- [BankWork\\$](#)
 - [UPMC Pathways](#)
 - [Career and Tech](#)



- Get a job:
- [PA CareerLink®](#) Pittsburgh, proud partner of the AmericanJobCenter network

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