

As technology continues to expand in offices across the Nation, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume a wider range of new responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In the midst of these changes, however, their core responsibilities have remained much the same, although changed from manual to electronic—performing and coordinating an office's administrative activities, storing retrieving, and integrating information for dissemination to staff and clients.

Secretaries and Administrative Assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information manager for an office, schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, conduct research, and provide information via the telephone, mail, and e-mail. They also may prepare correspondence and arrange travel.

Legal Secretaries prepare correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or paralegal. They also may review legal journals and assist in other ways with legal research, such as verifying quotes and citations in legal briefs. **Medical Secretaries** transcribe dictation, prepare correspondence, and assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Most medical secretaries need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures. Other **Technical Secretaries** who assist engineers or scientists may prepare correspondence, maintain the technical library, and gather and edit materials for scientific papers.

Salary Information:

- Office Technology, Associate in Applied Science
\$25,000 Median Salary (Follow-up Study, Monroe Community College Graduates, 2008)
- Secretaries, Except Legal, Medical, and Executive
\$29,990 Median Salary (U.S. Bureau of Labor Statistics, 2008)
- **Secretaries, Except Legal, Medical, and Executive for the Rochester, New York area:**
\$28,500 Median Salary (Career One Stop, 2008)

[*Salary varies based on education/advanced degree, work-experience & setting/location.]

Additional Information:

- International Association of Administrative Professionals:
www.iaap-hq.org

