



# Legal Secretaries and Administrative Assistants in 2 California Counties

# Contents

What is Lightcast Data? .....	1
Report Parameters .....	2
Executive Summary .....	3
Jobs .....	4
Compensation .....	7
Job Posting Activity .....	8
Demographics .....	12
Occupational Programs .....	15
Appendix A .....	16

## What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumé, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



## Report Parameters

### 1 Occupation

43-6012 Legal Secretaries and Administrative Assistants

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### 2 Counties

6079 San Luis Obispo County, CA

6083 Santa Barbara County, CA

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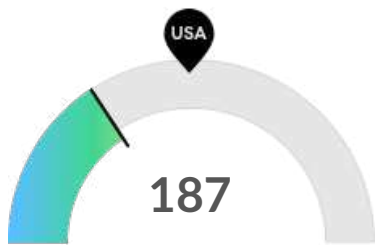
### Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical areas.

## Executive Summary

### Average Job Posting Demand Over a Thin Supply of Regional Jobs



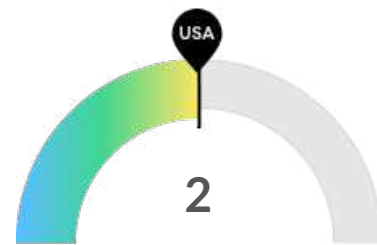
**Jobs (2023)**

Your area is not a hotspot for this kind of job. The national average for an area this size is 343\* employees, while there are 187 here.



**Compensation**

Earnings are about average in your area. The national median salary for Legal Secretaries and Administrative Assistants is \$47,692, compared to \$46,938 here.



**Job Posting Demand**

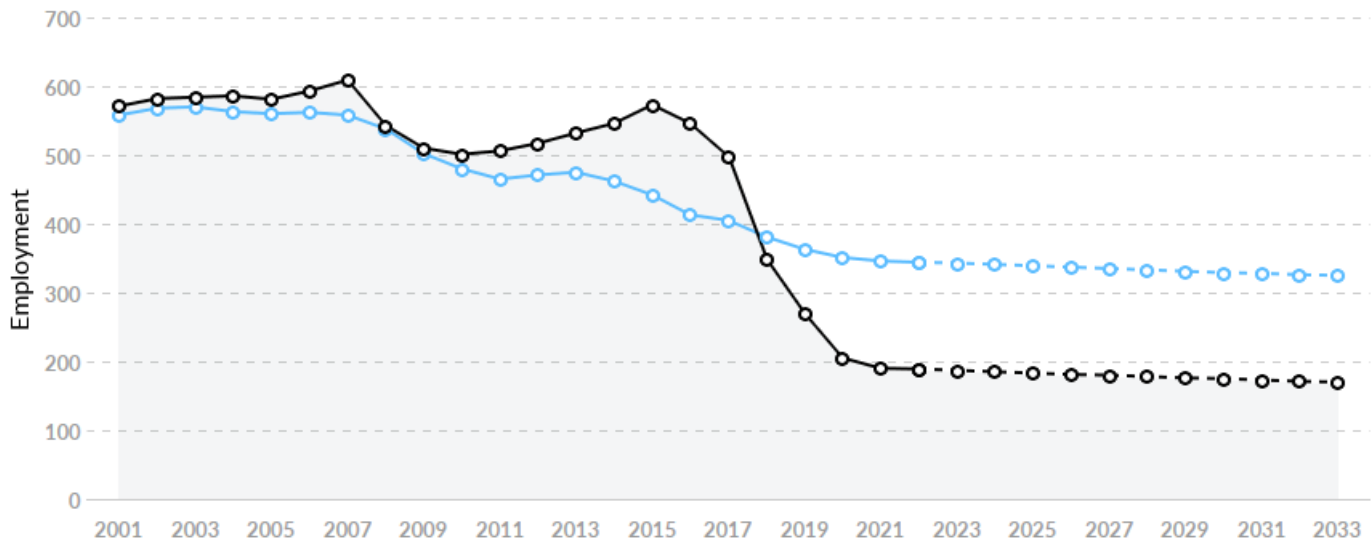
Job posting activity is about average in your area. The national average for an area this size is 2\* job postings/mo, while there are 2 here.

\*National average values are derived by taking the national value for Legal Secretaries and Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

# Jobs

## Regional Employment Is Lower Than the National Average

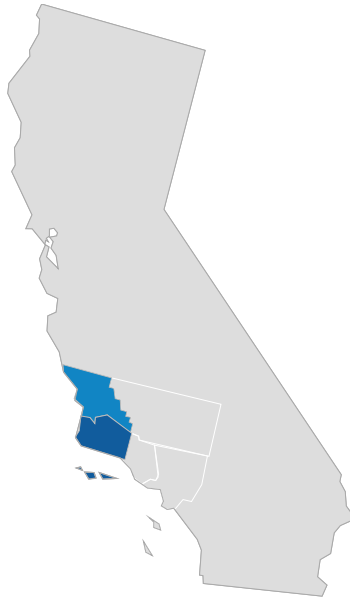
An average area of this size typically has 343\* jobs, while there are 187 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2023 Jobs	2033 Jobs	Change	% Change
● 2 California Counties	187	170	-17	-9.1%
● National Average	343	325	-18	-5.3%

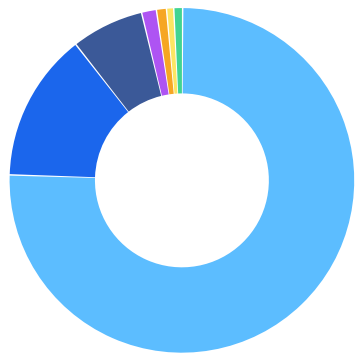
\*National average values are derived by taking the national value for Legal Secretaries and Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

## Regional Breakdown



County	2023 Jobs
Santa Barbara County, CA	113
San Luis Obispo County, CA	74

## Most Jobs are Found in the Legal Services Industry Sector



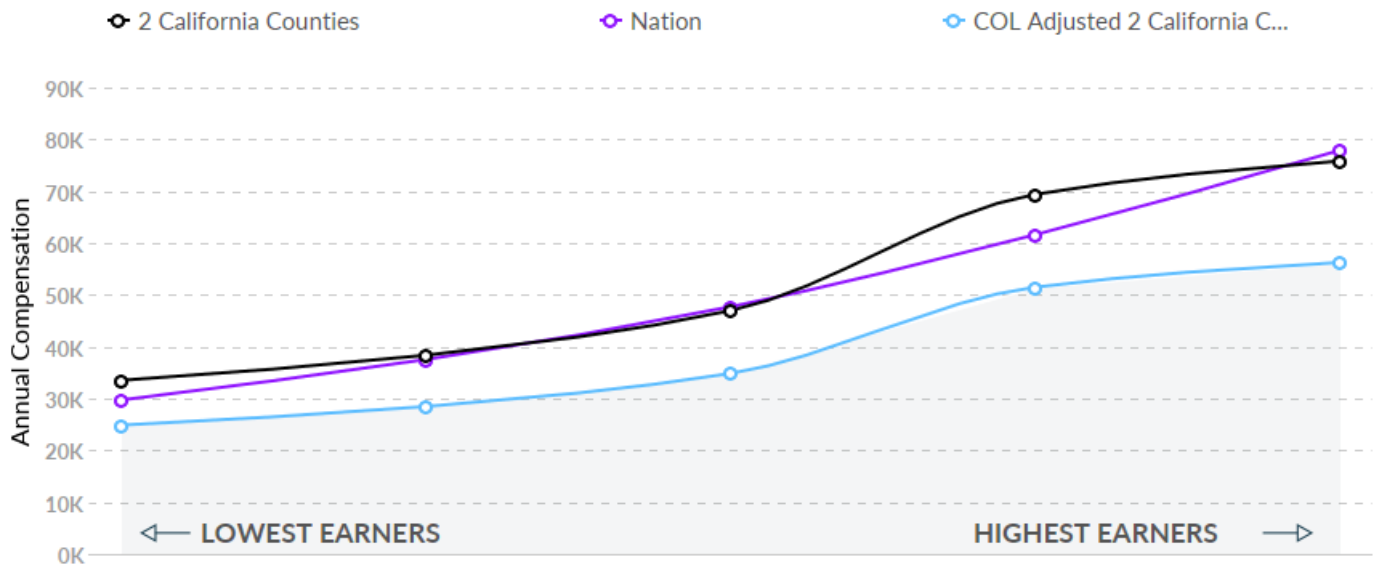
Industry	% of Occupation in Industry (2023)
Legal Services	75.4%
Local Government, Excluding Education and Hospitals	13.9%
State Government, Excluding Education and Hospitals	6.8%
Employment Services	1.4%
Electric Power Generation, Transmission and Distribution	0.9%
Management of Companies and Enterprises	0.7%
Other	0.8%



# Compensation

## Regional Compensation Is 2% Lower Than National Compensation

For Legal Secretaries and Administrative Assistants, the 2021 median wage in your area is \$46,938, while the national median wage is \$47,692.



# Job Posting Activity



**10 Unique Job Postings**

The number of unique postings for this job from Jan 2023 to Jun 2023.



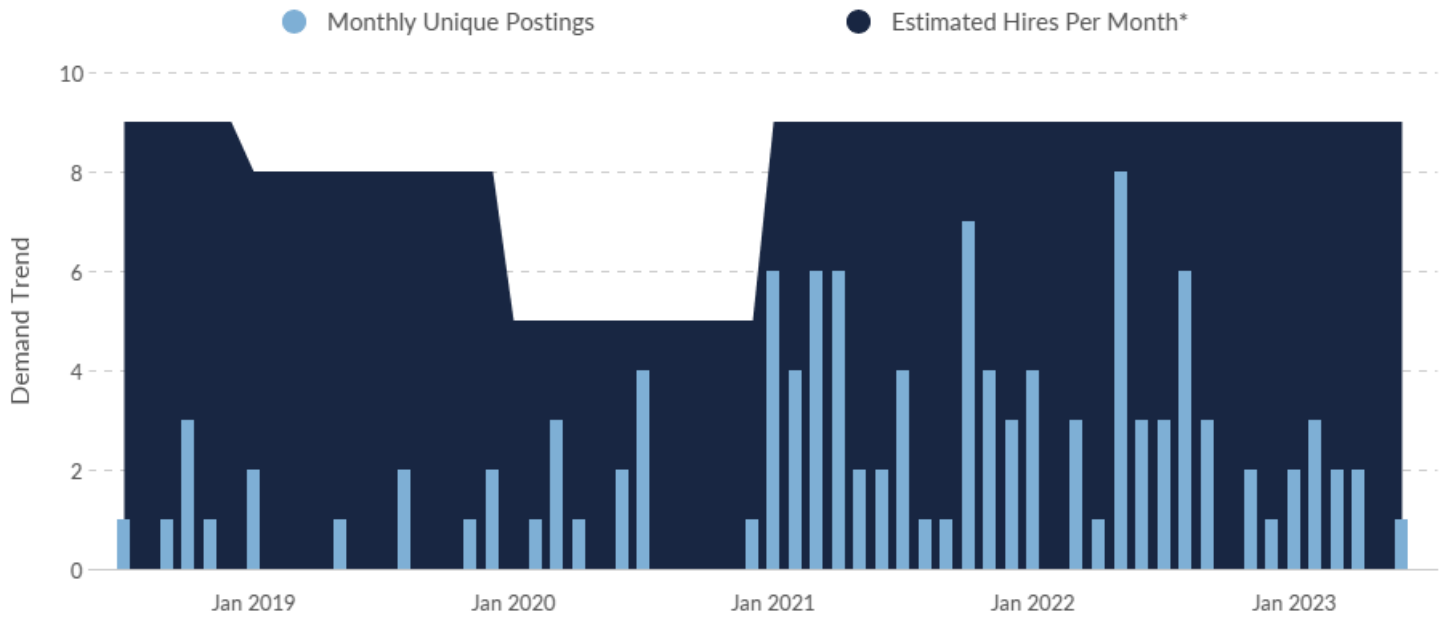
**6 Employers Competing**

All employers in the region who posted for this job from Jan 2023 to Jun 2023.



**33 Day Median Duration**

Posting duration is the same as what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2023 - Jun 2023)	Avg Monthly Hires (Jan 2023 - Jun 2023)
Legal Secretaries and Administrative Assistants	2	9

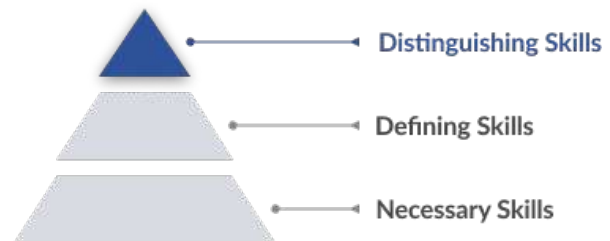
\*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
805 Law Group	1
Farley Law Office	1
GPAC	1
Robert Half	1
Whalen Bryan	1

Top Job Titles	Unique Postings
Legal Secretaries	7
Office Helpers	2
Legal Office Administrators	1

## Top Distinguishing Skills by Demand

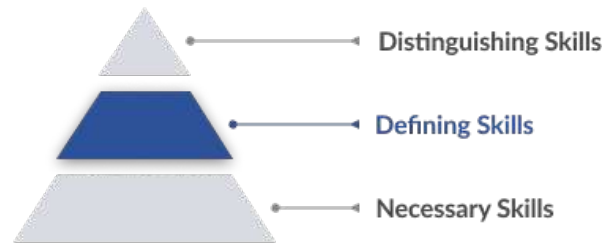
An occupation's Distinguishing Skills are the advanced skills that are called for occasionally. An employee with these skills is likely more specialized and able to differentiate themselves from others in the same role.



Skill	Salary Boosting	Job Postings Requesting
Legal Correspondence		0

## Top Defining Skills by Demand

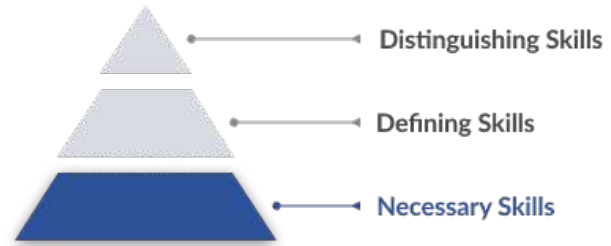
An occupation's Defining Skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.



Skill	Salary Boosting	Job Postings Requesting
Proofreading	✓	0
Legal Pleadings	✓	0
Lawsuits	✓	0

## Top Necessary Skills by Demand

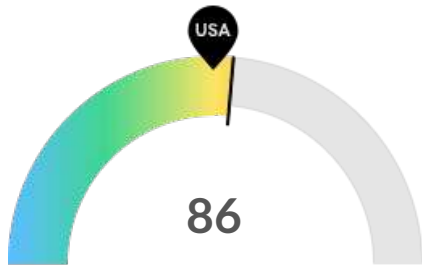
An occupation's Necessary Skills are the specialized skills required for that job and relevant across other similar jobs. An employee needs these skills as building blocks to perform the more complex Defining Skills.



Skill	Salary Boosting	Job Postings Requesting
Administrative Support	✘	2
Billing	✘	2
Dictation	✘	1
Docketing (Court)	✘	1
Legal Depositions	✘	1
Travel Arrangements	✘	1
Office Equipment	✘	0
Expense Reports	✘	0
Legal Discovery	✘	0
Legal Hearings	✘	0

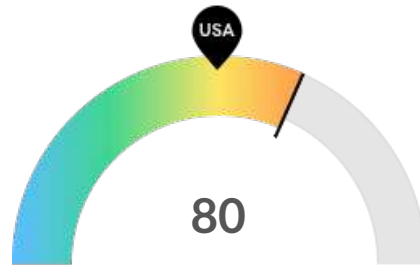
# Demographics

## Retirement Risk Is About Average, While Overall Diversity Is High



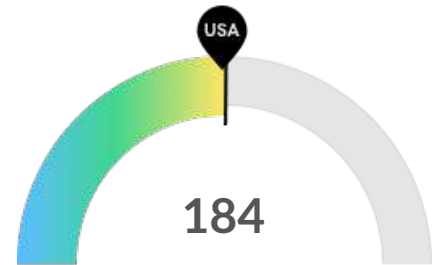
**Retiring Soon**

Retirement risk is about average in your area. The national average for an area this size is 79\* employees 55 or older, while there are 86 here.



**Racial Diversity**

Racial diversity is high in your area. The national average for an area this size is 55\* racially diverse employees, while there are 80 here.

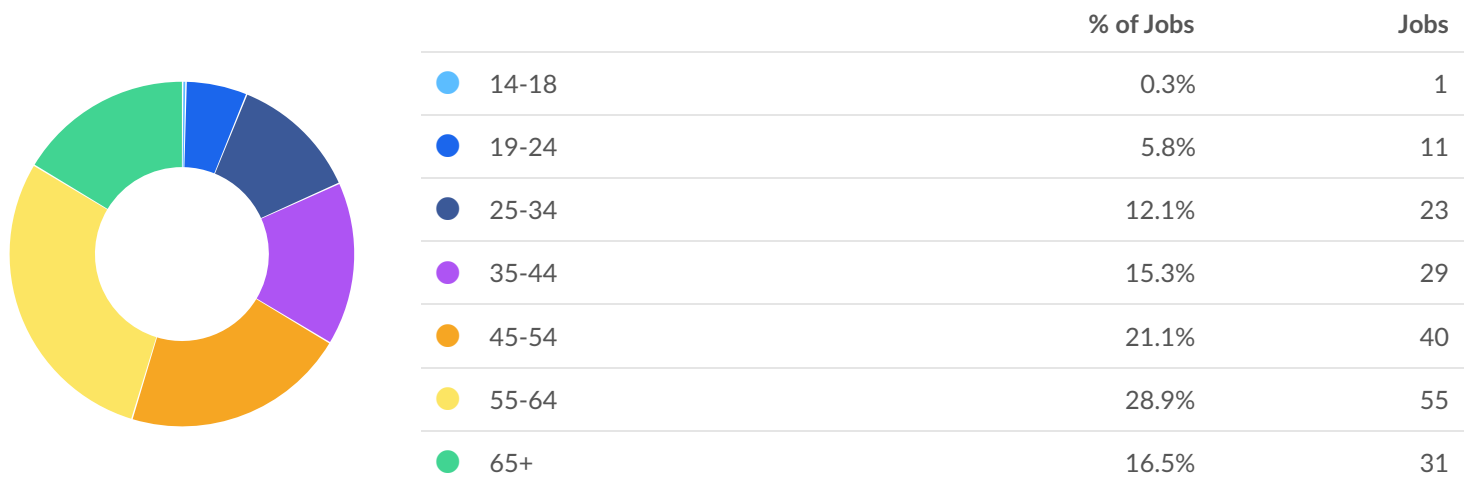


**Gender Diversity**

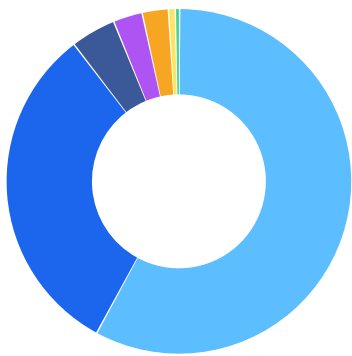
Gender diversity is about average in your area. The national average for an area this size is 182\* female employees, while there are 184 here.

\*National average values are derived by taking the national value for Legal Secretaries and Administrative Assistants and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

## Occupation Age Breakdown

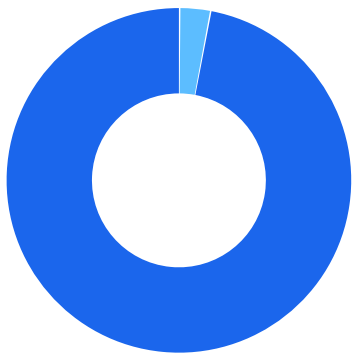


## Occupation Race/Ethnicity Breakdown



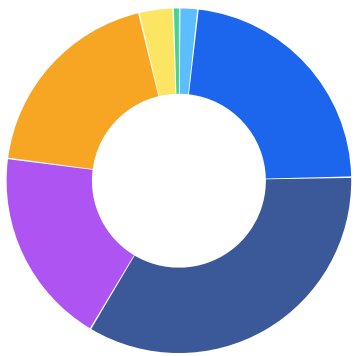
	% of Jobs	Jobs
White	57.8%	109
Hispanic or Latino	31.7%	60
Asian	4.2%	8
Black or African American	2.7%	5
Two or More Races	2.5%	5
Native Hawaiian or Other Pacific Islander	0.6%	1
American Indian or Alaska Native	0.4%	1

## Occupation Gender Breakdown



	% of Jobs	Jobs
Males	2.9%	5
Females	97.1%	184

## National Educational Attainment



	% of Jobs
<span style="color: #00AEEF;">●</span> Less than high school diploma	1.7%
<span style="color: #0070C0;">●</span> High school diploma or equivalent	22.9%
<span style="color: #003366;">●</span> Some college, no degree	33.9%
<span style="color: #800080;">●</span> Associate's degree	18.5%
<span style="color: #FFA500;">●</span> Bachelor's degree	19.2%
<span style="color: #FFD700;">●</span> Master's degree	3.2%
<span style="color: #008000;">●</span> Doctoral or professional degree	0.6%



# Occupational Programs



### 3 Programs

Of the programs that can train for this job, 3 have produced completions in the last 5 years.





### 36 Completions (2021)




The completions from all regional institutions for all degree types.



### 24 Openings (2021)

The average number of openings for an occupation in the region is 74.

CIP Code	Top Programs	Completions (2021)
22.0302	Legal Assistant/Paralegal	24 
22.0000	Legal Studies	12 

Top Schools	Completions (2021)
Cuesta College	27 
Allan Hancock College	5 
University of California-Santa Barbara	4 

## Appendix A

**Legal Secretaries and Administrative Assistants (SOC 43-6012):**

Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

**Sample of Reported Job Titles:**

Legal Administrative Assistant

Legal Secretary

Secretary

Magistrate Assistant

Legal Office Support Assistant

Legal Coordinator

Legal Administrative Secretary

Judicial Administrative Assistant

Coordinating Legal Practice Assistant

Confidential Secretary

**Related O\*NET Occupation:**

Legal Secretaries and Administrative Assistants (43-6012.00)