

A photograph of three people in a clinical or office setting. A woman on the right is writing on a piece of paper with a blue marker. A man on the left is looking at her and smiling. A woman on the far left is also smiling. They are standing around a curved desk. In the background, there is a computer monitor and a window with decorative glass blocks.

Medical Secretaries and Administrative Assistants in 2 California Counties

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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

43-6013 Medical Secretaries and Administrative Assistants

2 Counties

6079 San Luis Obispo County, CA

6083 Santa Barbara County, CA

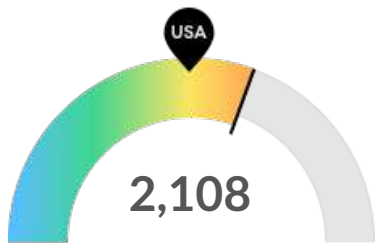
Class of Worker

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

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

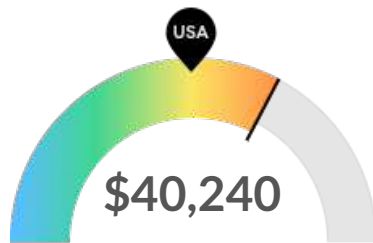
Executive Summary

Aggressive Job Posting Demand Over a Deep Supply of Regional Jobs



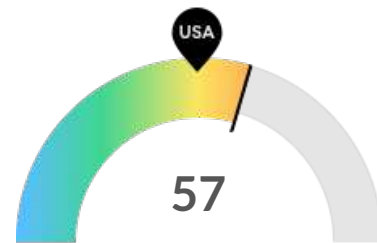
Jobs (2023)

Your area is a hotspot for this kind of job. The national average for an area this size is 1,545* employees, while there are 2,108 here.



Compensation

Earnings are high in your area. The national median salary for Medical Secretaries and Administrative Assistants is \$37,461, compared to \$40,240 here.



Job Posting Demand

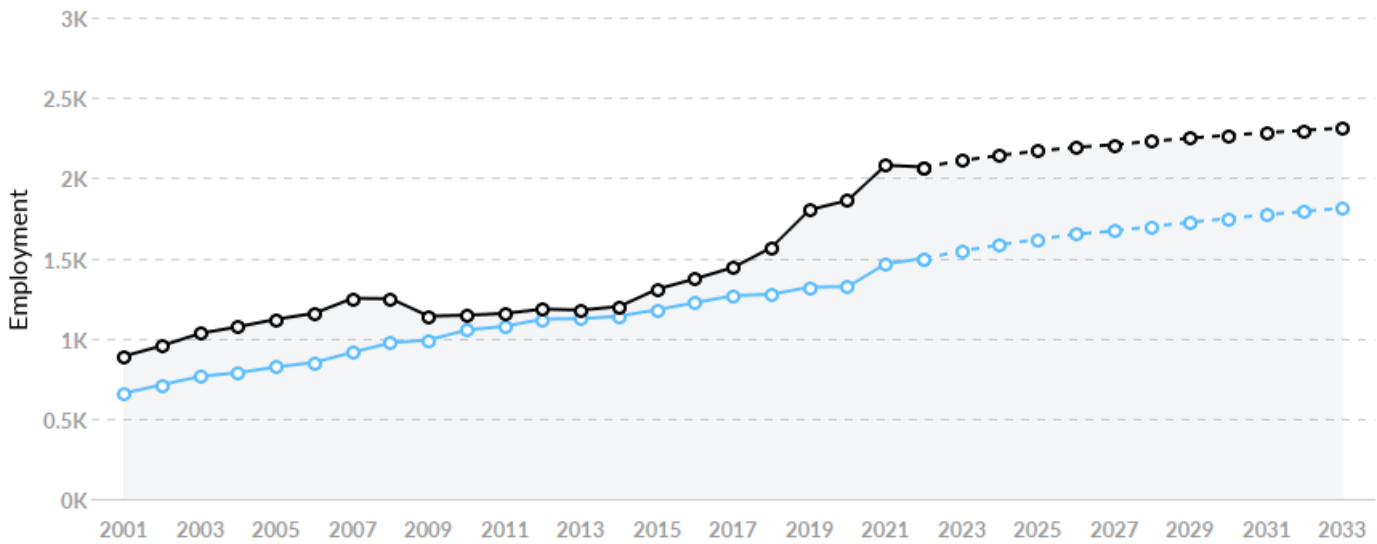
Job posting activity is high in your area. The national average for an area this size is 44* job postings/mo, while there are 57 here.

*National average values are derived by taking the national value for Medical 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 Higher Than the National Average

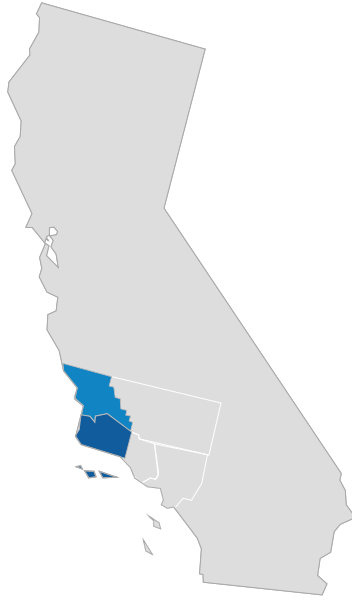
An average area of this size typically has 1,545* jobs, while there are 2,108 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2023 Jobs	2033 Jobs	Change	% Change
● 2 California Counties	2,108	2,311	203	9.6%
● National Average	1,545	1,812	267	17.3%

*National average values are derived by taking the national value for Medical 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	1,294
San Luis Obispo County, CA	814

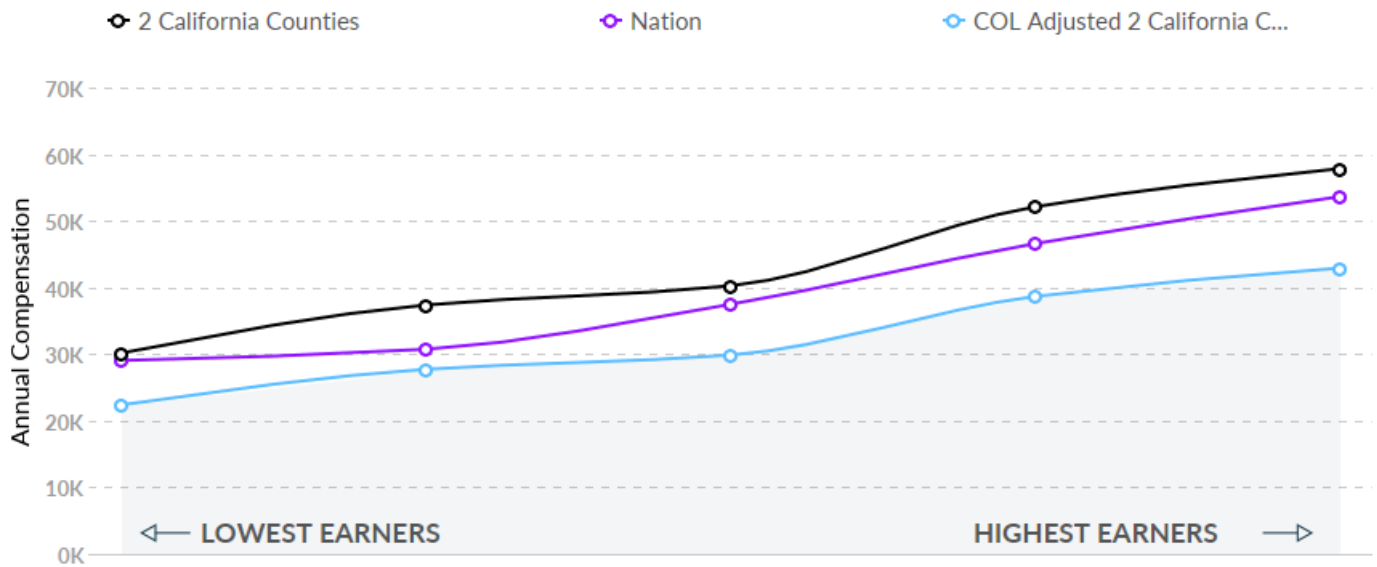
Most Jobs are Found in the Offices of Physicians Industry Sector



Compensation

Regional Compensation Is 7% Higher Than National Compensation

For Medical Secretaries and Administrative Assistants, the 2021 median wage in your area is \$40,240, while the national median wage is \$37,461.



Job Posting Activity



343 Unique Job Postings

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



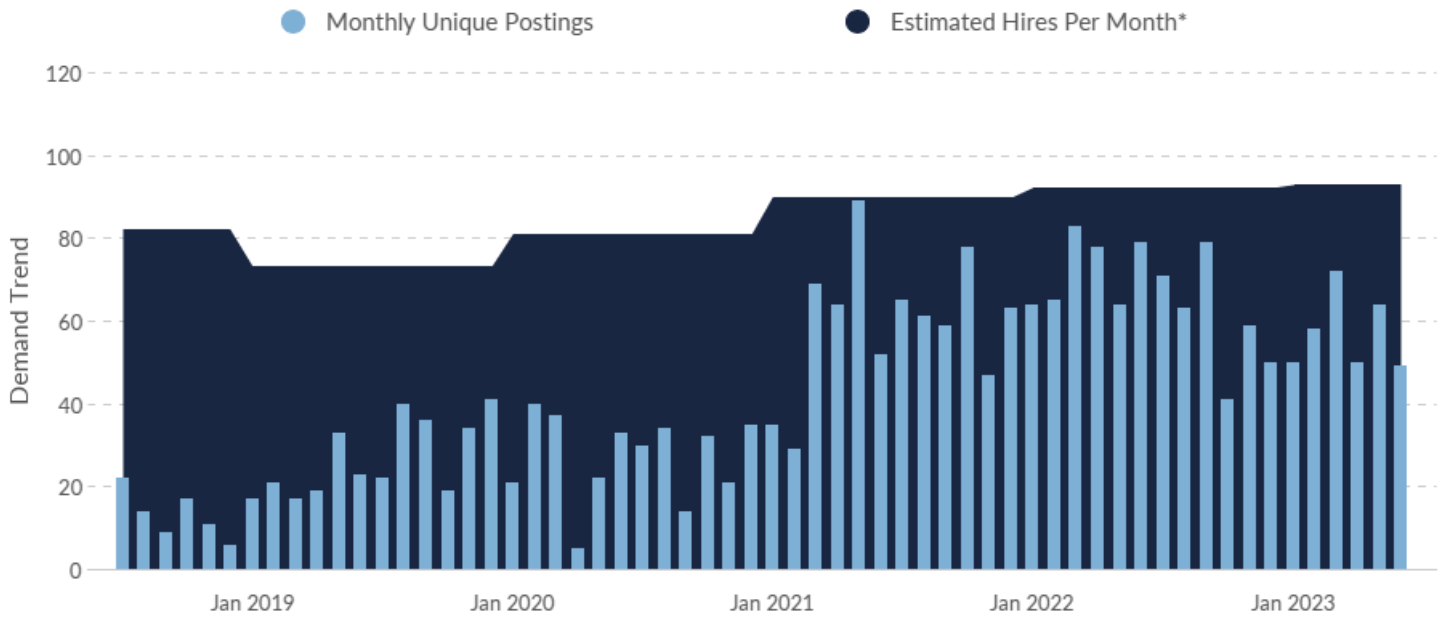
133 Employers Competing

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



31 Day Median Duration

Posting duration is 2 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2023 - Jun 2023)	Avg Monthly Hires (Jan 2023 - Jun 2023)
Medical Secretaries and Administrative Assistants	57	93

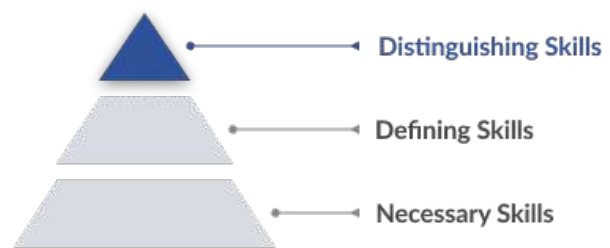
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor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

Top Companies	Unique Postings
Community Health Centers	34
CommonSpirit Health	10
California Retina Consultants	8
Sansum Clinic	6
Tenet Healthcare	5
American Indian Health & Servic...	4
Central Coast Orthopedic Medic...	4
Cottage Health	4
French Hospital Medical Center	4
Pacific Eye Surgeons	4

Top Job Titles	Unique Postings
Medical Receptionists	78
Veterinary Receptionists	19
Medical Front Desk Receptionists	18
Front Desk Receptionists	16
Surgery Schedulers	13
Medical Front Office Receptioni...	12
Front Desk Coordinators	10
Dental Receptionists	9
Unit Secretaries/Monitor Techni...	9
Dental Treatment Coordinators	8

Top Distinguishing Skills by Demand

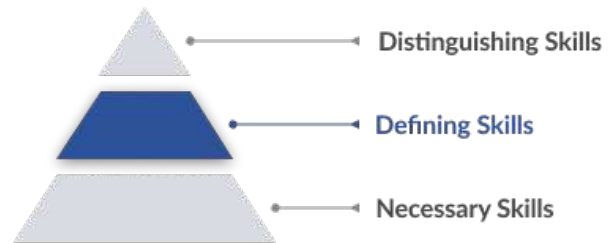
An occupation's Distinguishing Skills are the advanced skills that are called for occasionally. An employee with these skills is likely more specialized and able to differentiate themselves from others in the same role.



Skill	Salary Boosting	Job Postings Requesting
Dentrix		7

Top Defining Skills by Demand

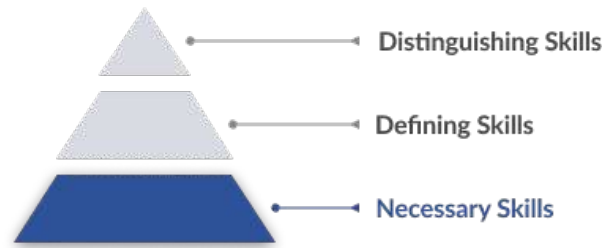
An occupation's Defining Skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.



Skill	Salary Boosting	Job Postings Requesting
Front Office	✘	121
Medical Records	✘	102
Setting Appointments	✘	89
Copayment Collection And Processing	✘	32
Medical Office Procedures	✘	32

Top Necessary Skills by Demand

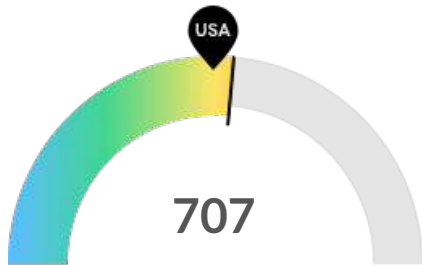
An occupation's Necessary Skills are the specialized skills required for that job and relevant across other similar jobs. An employee needs these skills as building blocks to perform the more complex Defining Skills.



Skill	Salary Boosting	Job Postings Requesting
Medical Terminology	✘	57
Billing	✘	45
Nursing	✘	41
Electronic Medical Record	✘	35
Data Entry	✘	24

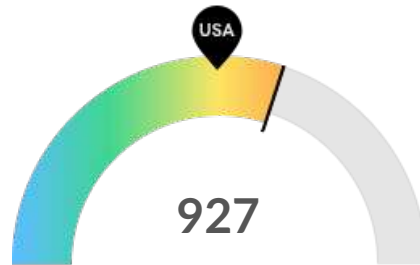
Demographics

Retirement Risk Is About Average, While Overall Diversity Is High



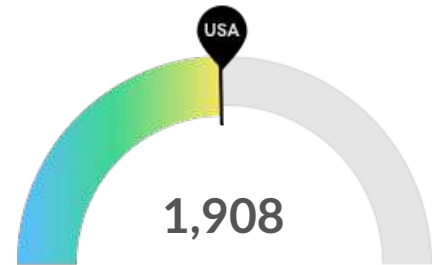
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 651* employees 55 or older, while there are 707 here.



Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 699* racially diverse employees, while there are 927 here.

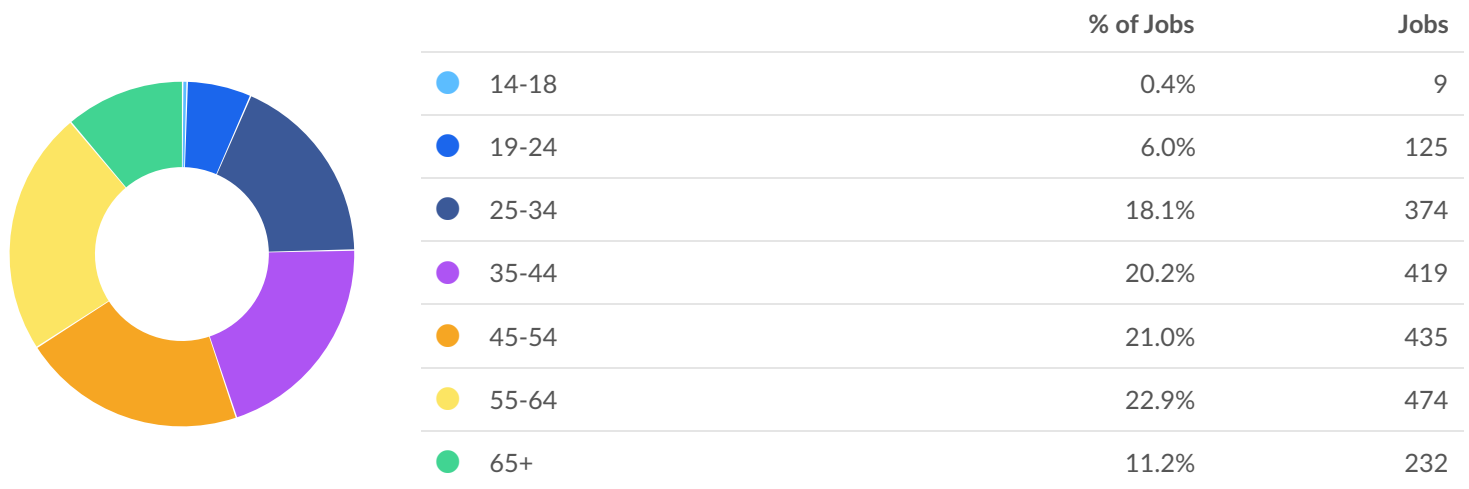


Gender Diversity

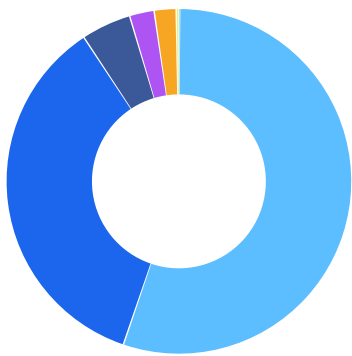
Gender diversity is about average in your area. The national average for an area this size is 1,941* female employees, while there are 1,908 here.

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Occupation Age Breakdown

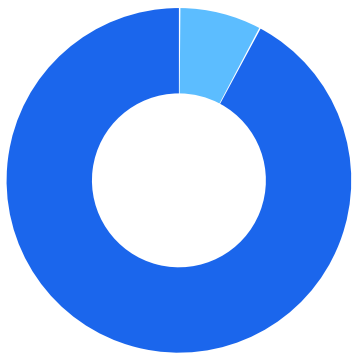


Occupation Race/Ethnicity Breakdown



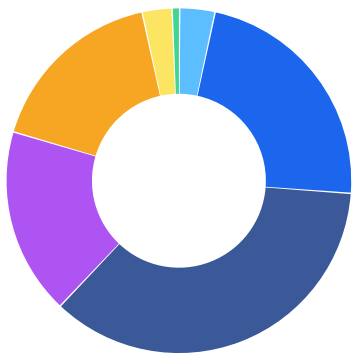
	% of Jobs	Jobs
White	55.2%	1,141
Hispanic or Latino	35.5%	734
Asian	4.7%	97
Two or More Races	2.3%	48
Black or African American	2.1%	42
American Indian or Alaska Native	0.2%	5
Native Hawaiian or Other Pacific Islander	0.1%	2

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	7.7%	160
Females	92.3%	1,908

National Educational Attainment



	% of Jobs
● Less than high school diploma	3.3%
● High school diploma or equivalent	22.8%
● Some college, no degree	35.9%
● Associate's degree	17.5%
● Bachelor's degree	17.0%
● Master's degree	2.8%
● Doctoral or professional degree	0.7%

Occupational Programs



7 Programs

Of the programs that can train for this job, 7 have produced completions in the last 5 years.



301 Completions (2021)

The completions from all regional institutions for all degree types.



240 Openings (2021)

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

CIP Code	Top Programs	Completions (2021)
51.0000	Health Services/Allied Health/Health Sciences, General	120
51.0707	Health Information/Medical Records Technology/Technician	91
51.0714	Medical Insurance Specialist/Medical Biller	37
51.0713	Medical Insurance Coding Specialist/Coder	26
51.0710	Medical Office Assistant/Specialist	15
51.0716	Medical Administrative/Executive Assistant and Medical Se...	12

Top Schools	Completions (2021)
Cuesta College	120
Santa Barbara City College	117
Laurus College	37
Allan Hancock College	12
San Joaquin Valley College-Atascadero	10
San Joaquin Valley College-Santa Maria	5

Appendix A

Medical Secretaries and Administrative Assistants (SOC 43-6013):

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample of Reported Job Titles:

Ward Secretary
Medical Office Specialist
Unit Clerk
Scheduler
Medical Secretary
Medical Receptionist
Dental Receptionist
Ward Clerk
Unit Support Representative
Secretary

Related O*NET Occupation:

Medical Secretaries and Administrative Assistants (43-6013.00)