



South Dakota High Demand & High Wage Career

Career Cluster:
Management & Entrepreneurship



Executive Secretaries and Executive Administrative Assistants

Standard Occupational Code 43-6011

What They Do

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, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Conventional (Organizers) — Detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.

Enterprising (Persuaders) — Like to influence, persuade or lead people and manage others. They enjoy working on a team toward goals, competition and business-like activities.

Work Styles (personality tendencies) of people who perform well in this occupation have:

Cooperation — A tendency to be pleasant, helpful, and willing to assist others at work.

Attention to Detail — A tendency to be detail-oriented, organized, and thorough in completing work.

Dependability — A tendency to be reliable, responsible, and consistent in meeting work-related obligations.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career.

- Oral Comprehension
- Oral Expression
- Speech Recognition
- Written Comprehension
- Written Expression
- Near Vision
- Speech Clarity

Work Activities

- Communicating with Supervisors, Peers, or Subordinates
- Establishing and Maintaining Interpersonal Relationships
- Getting Information
- Organizing, Planning, and Prioritizing Work
- Communicating with People Outside the Organization

Education & Training

A high school diploma or equivalent is the minimum education required for executive secretaries and administrative assistants if they can demonstrate they have the skills needed. In some cases, employers require some postsecondary education in an executive assistant, secretarial science, or related area.

Recommended Levels* for the National Career Readiness Certificate

Applied Math	4
Workplace Documents	4
Graphic Literacy	4

*Using the median skill level.

Where They Work

A wide range of South Dakota industries employ executive secretaries and executive administrative assistants, but a few examples are:

- Religious, Grantmaking, Civic, Professional, and Similar Organizations
- Educational Services
- Professional, Scientific, and Technical Services

South Dakota Employment & Wages

2024 Employment	2034 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,828	1,890	62	3.4%	195	\$55,170	\$56,200

Additional References

Labor Market Information Center
www.dlr.sd.gov/lmic

Career OneStop
www.careeronestop.org

O*Net Online
www.onetonline.org

mySkills myFuture
<https://www.myskillsmyfuture.org/>

Auxiliary aids and services are available upon request to individuals with disabilities. U.S. DOL funded. For details, see dlr.sd.gov/lmic/eta_grant.aspx.

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Labor Market Information Center
South Dakota Dept. of Labor and Regulation
605.626.2314

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