
Administrative

By Odessa Admin

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Job Classification

Highest

Lowest

Administrative Assistant

\$ 16.60

\$ 13.75

Cashier, Office

\$ 13.70

\$ 11.06

Clerk, General Office

\$ 15.46

\$ 14.08

Clerk, Payroll

\$ 16.31

\$ 12.47

Data Entry Clerk

\$ 16.94

\$ 14.81

File Clerk

\$ 11.75

\$ 9.50

Insurance Clerk/ Personnel

\$ 15.66

\$ 13.32

Mail Clerk

\$ 14.55

\$ 13.81

PBX Operator

\$ 12.31

\$ 7.25

Purchasing/ Procurement

\$ 25.36

\$ 22.62

Receptionist

\$ 13.60

\$ 10.18

Secretary, Executive

\$ 19.53

\$ 16.52

Secretary, General

\$ 16.93

\$ 14.22

Secretary, General (Unit Clerk)

\$ 14.41

\$ 9.12

Secretary, Scheduler

\$ 20.02

\$ 11.83

Shipping \ Receiving Clerk

\$ 12.58

\$ 9.44

Word Processing Clerk

\$ 12.01

\$ 12.01