

Salt Lake Area Compensation Survey



20XX Edition: Detail Report
Report ID = Sample

1002 Clerical Support 2

Performs a variety of clerical duties. Assignments can be in functional areas such as purchasing, material control, engineering support, human resources, marketing, manufacturing, or other areas. Collects information for specified report formats. Maintains files, posting records, compiling minor statistical data, making and checking routine calculations, keeping records, preparing schedules, preparing and sorting mail, proof-reading, completing forms and checking for accuracy, answering telephones and simple typing. May operate general business machines such as typewriter, copier, calculator, personal computer, fax or other similar machines. Requires good communications skills. May require a working knowledge of commonly used PC applications such as word processing, spreadsheets and databases. Under limited supervision, performs a variety of semi-routine clerical duties of moderate complexity requiring the exercise of some discretion and use of limited judgment and initiative. Follows written and verbal instructions with work usually subject to spot check. Performs duties such as maintaining complex files, compiling and checking reports, searching and investigating information contained in files, processing departmental documents requiring specific knowledge of functional operations, and typing correspondence and reports from rough drafts. Intermediate level. Basic reading, writing and math skills. 1-3 years of experience.

PAY TYPE DISPLAYED: Annual Rate

	Established Ranges			Annual Current Paid Rates			
	Range Minimum	Control Point	Range Maximum	Base Pay	Individual Variable Cash	Other Variable Cash	Total Cash
Employee Weighted Average	\$22,135	\$28,871	\$35,457	\$27,311	\$2,169		\$27,425
Simple/Unweighted Average	\$25,924	\$32,872	\$39,664	\$32,751	\$1,669		\$33,243
10th Percentile	\$19,300	\$26,000	\$31,200	\$20,000	\$500		\$20,800
25th Percentile	\$20,509	\$27,000	\$34,100	\$23,332	\$992		\$23,312
50th Percentile	\$20,800	\$27,414	\$34,200	\$26,082	\$1,861		\$26,082
75th Percentile	\$22,700	\$28,900	\$34,700	\$29,732	\$2,485		\$29,996
90th Percentile	\$25,727	\$33,432	\$41,097	\$35,339	\$4,862		\$35,839
Number Of Companies	18	18	18	25	9	1	25
Number Of Employees	479	479	479	558	25	24	558
Earning Mix (Only For Those Receiving Other Cash)				96.45%	2.93%	0.61%	100%
Percentage of Total Employees Eligible					11.47%	5.91%	
Percentage of Companies With Eligible Employees					44.0%	16.0%	
Percentage of Eligible Employees Who Receive Payment					39.06%	72.73%	
Percentage of Total Employees Receiving Additional Cash					4.48%	4.3%	
Other Cash/Base Pay - All Employees					0.34%	0.07%	
Other Cash/Base Pay - Only Employees Receiving					5.86%	1.32%	
Salary Range Spread	Weighted Average	61.32%	Simple Average	53.74%			

Empty Cell = No data or insufficient data for analysis