

Houston Wages – Office and Clerical

Houston has an ample supply of office and clerical workers.

AVERAGE WAGE FOR SELECTED OFFICE AND CLERICAL OCCUPATIONS HOUSTON MSA - 2009		
Job Title	Number Employed	Average Hourly Wage
Human Resources Managers	670	\$56.56
Administrative Services Managers	6,300	\$43.14
General and Operations Managers	41,530	\$57.93
Executive Secretaries	32,530	\$21.48
Word Processors and Typists	690	\$17.81
Human Resources Assistants	2,430	\$18.01
Payroll and Timekeeping Clerks	3,850	\$17.74
Office and Administrative Support Workers, All Other	1,080	\$17.37
Bookkeeping, Accounting, and Auditing Clerks	30,870	\$17.13
Billing and Posting Clerks	10,230	\$16.24
Bill and Account Collectors	7,950	\$15.03
Order Clerks	3,640	14.92
Secretaries	37,630	\$14.22
Shipping, Receiving, and Traffic Clerks	15,740	\$13.76
File Clerks	3,590	\$13.92
Data Entry Clerks	4,290	\$13.29
Office Clerks, General	55,770	\$13.55
Receptionists	17,310	\$12.55
Switchboard Operators	2,720	\$12.50
Source: Bureau of Labor Statistics, Metropolitan Area Occupational Employment and Wage Estimates, U.S.		