Secretaries perform secretarial, clerical and other administrative tasks in support of managers, legal professionals and other professionals.

### Job title examples

- Executive Assistant
- Legal Secretary
- Medical Secretary
- Personal Assistant
- Secretary

### Other jobs in this field of work

### What secretaries do

- liaise with other staff to arrange meetings, and to gain and provide information
- prepare reports, brief notes and correspondence, and proofread work for typographical and grammatical errors
- maintain appointment diaries and make travel arrangements
- process incoming and outgoing mail, file correspondence and maintain records
- answer telephone calls, respond to inquiries and redirect callers
- take and transcribe dictation of letters and other documents
- greet visitors, ascertain nature of business and direct visitors to appropriate persons
- may implement management decisions and maintain records of meetings
- may handle bookkeeping and petty cash functions

### Main employing industries

- Education and Training
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services (e.g. accounting and law firms, management consultancies)

### Qualifications

The following government subsidised qualifications are available in NSW:

**Certificate III in Business Administration (Education)** available as a traineeship or qualification
Certificate III in Business Administration (Legal) available as a traineeship or qualification
Certificate IV in Business Administration available as a traineeship or qualification
Certificate IV in Health Administration available as a traineeship or qualification
Diploma of Legal Services available as a qualification

Apprenticeships and traineeships: Find out how to get an apprenticeship or traineeship

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the Course Finder to find training in your area, estimate your fee and find a training provider

Job prospects and pay

- There are around 23,279 secretaries working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

Average weekly full time earnings (before tax):

- Secretaries: $1000
- All occupations: $1,200

Related jobs

- Clerk
- Office Manager

To find out more regarding these related jobs, visit the Job Guides Homepage.

Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0
Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16
Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23