

Secretary

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

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

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

Earnings: Department of Employment, [joboutlook.gov.au](#), based on ABS Characteristics of Employment Survey, August 2014