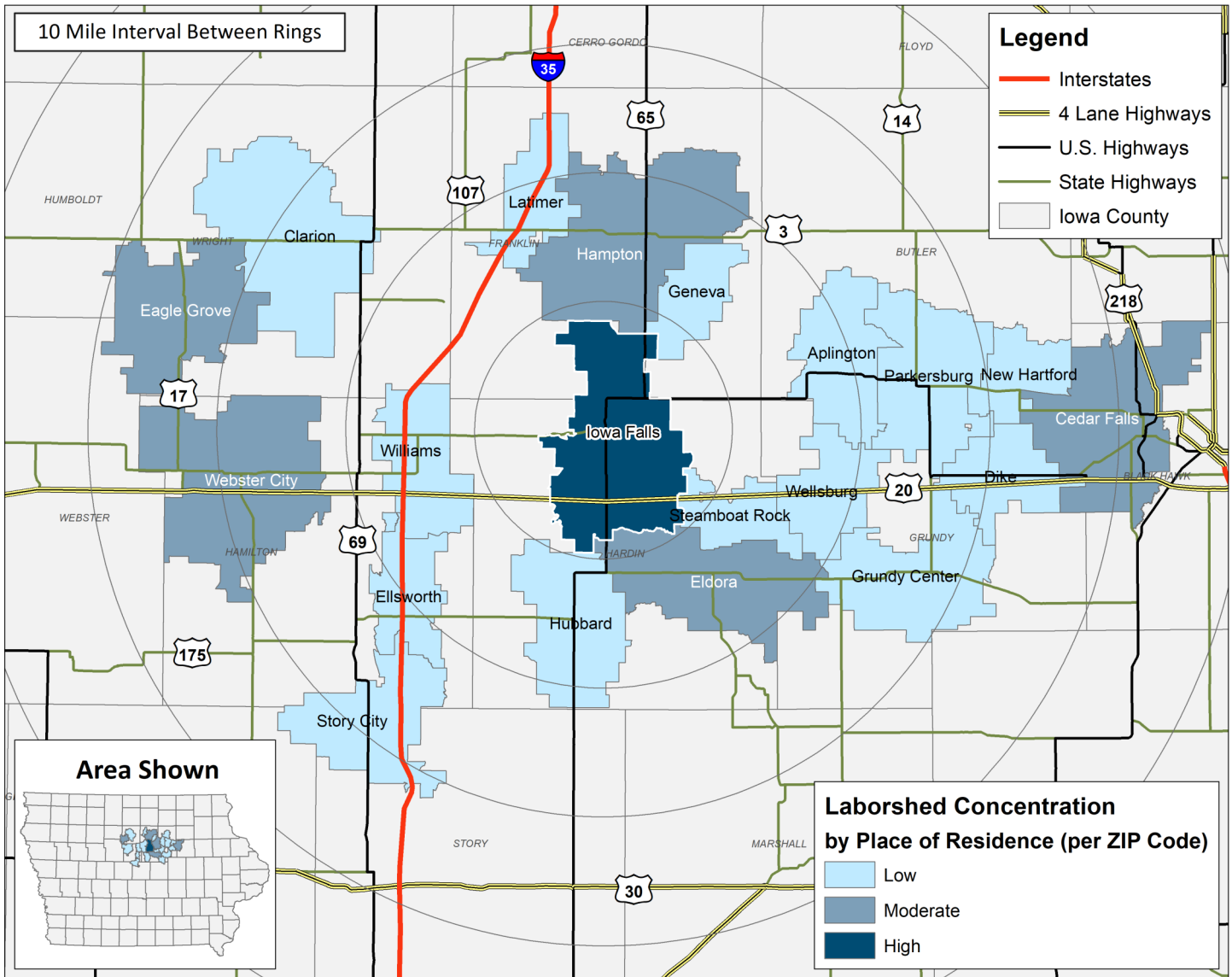


# LABOR CHARACTERISTICS

## OFFICE & ADMINISTRATIVE SUPPORT

### IOWA FALLS, IA LABORSHED AREA

CONCENTRATION OF RESPONDENTS WITHIN THE LABORSHED AREA  
WITH TRANSFERABLE EXPERIENCE/SKILLS BY PLACE OF RESIDENCE



Workers who have transferable experience/skills in the industry are currently commuting an average of 15 miles one way for work. Those who are likely to change/accept employment are willing to commute an average of 29 miles one way for the right employment opportunity.

FOR MORE INFORMATION REGARDING THE IOWA FALLS, IA LABORSHED, CONTACT:

Iowa Falls Area Development Corporation  
520 Rocksylvania Avenue  
Iowa Falls, IA 50126

Phone: (641) 648-5549 | E-mail: [director@iowafallsdevelopment.com](mailto:director@iowafallsdevelopment.com)

[www.iowafallsdevelopment.com](http://www.iowafallsdevelopment.com)

# LABOR CHARACTERISTICS

## OFFICE & ADMINISTRATIVE SUPPORT

### ESTIMATED AVAILABLE LABOR PER OCCUPATIONAL CATEGORY:

- Billing and Posting Clerks - 522
- Bookkeeping, Accounting, and Auditing Clerks - 1,046
- Brokerage Clerks - 171
- Couriers and Messengers - 176
- Customer Service Representatives - 1,569
- First-Line Supervisors of Office and Administrative Support Workers - 1,394
- Hotel, Motel, and Resort Desk Clerks - 172
- Human Resources Assistants, Except Payroll and Timekeeping - 175
- Interviewers, Except Eligibility and Loan - 173
- Library Assistants, Clerical - 174
- Mail Clerks and Mail Machine Operators, Except Postal Service - 177
- Office Clerks, General - 524
- Production, Planning, and Expediting Clerks - 349
- Receptionists and Information Clerks - 523
- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - 697
- Shipping, Receiving, and Traffic Clerks - 350

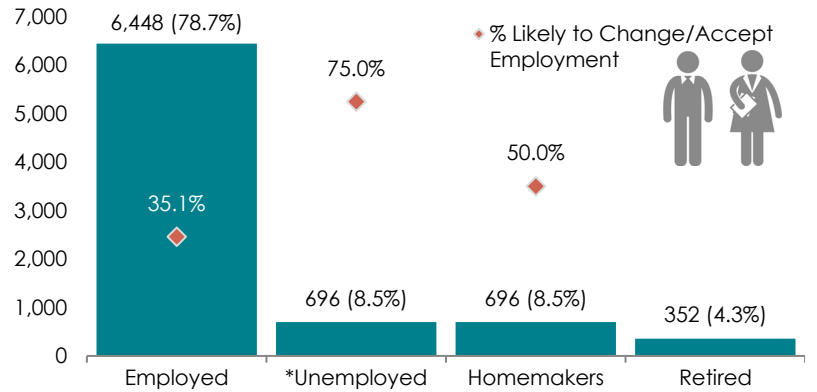
AN ESTIMATED TOTAL OF **8,192** PEOPLE IN THE LABORSHED AREA

### UNDEREMPLOYMENT (ESTIMATED):

- Low hours - 8.5% (49)
- Low income - 0.0%
- Mismatch of skills - 8.5% (49)
- Total - 12.8% (74)

*(Individuals counted only once when estimating Total Underemployment.)*

### ESTIMATED TOTAL BY EMPLOYMENT STATUS (PERCENTAGE):



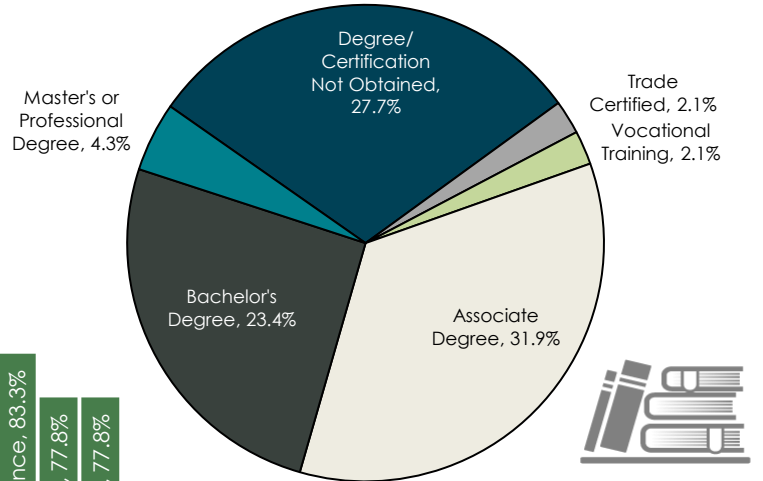
*\*Employment status is self-identified by the survey respondent. The unemployment percentage does not reflect the unemployment rate published by the U.S. Bureau of Labor Statistics, which applies a stricter definition.*

### EMPLOYMENT STATS:

- 78.7% paid an hourly wage
- 80.4% are/were employed full-time
- 19.6% are/were employed part-time
- 10.5% are/were self-employed
- 8.1% hold two or more jobs
- Currently working an average of 39 hours/week

### EDUCATIONAL LEVEL:

(91.5% HAVE AN EDUCATION BEYOND HIGH SCHOOL)



### CURRENT BENEFITS:



### DESIRED BENEFITS:



### TOP JOB SEARCH RESOURCES:

*(For those seeking employment opportunities, by use.)*

- Internet - 93.6%
  - [www.indeed.com](http://www.indeed.com)
  - [www.linkedin.com](http://www.linkedin.com)
  - [www.facebook.com](http://www.facebook.com)
- Networking through friends, family or acquaintances - 36.2%
- IowaWORKS Centers - 23.4%
- Newspapers - 21.3%



# LABOR CHARACTERISTICS

## OFFICE & ADMINISTRATIVE SUPPORT

OCCUPATION	OCCUPATIONAL CODE	MEAN WAGE	ENTRY WAGE	EXPERIENCED WAGE	MEDIAN WAGE	MEAN ANNUAL SALARY
Billing and Posting Clerks	43-3021	\$19.68	\$15.32	\$21.86	\$20.09	\$40,938
Bookkeeping, Accounting, and Auditing Clerks	43-3031	\$17.55	\$10.82	\$20.91	\$16.67	\$36,495
Court, Municipal, and License Clerks	43-4031	\$20.15	\$15.46	\$22.50	\$20.99	\$41,920
Customer Service Representatives	43-4051	\$16.61	\$10.66	\$19.59	\$16.07	\$34,551
Data Entry Keyers	43-9021	\$13.75	\$10.96	\$15.15	\$13.41	\$28,601
Executive Secretaries and Executive Administrative Assistants	43-6011	\$22.31	\$16.74	\$25.10	\$21.82	\$46,409
First-Line Supervisors of Office and Administrative Support Workers	43-1011	\$27.10	\$19.10	\$31.10	\$26.00	\$56,362
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	\$15.93	\$13.69	\$17.05	\$15.41	\$33,135
Interviewers, Except Eligibility and Loan	43-4111	\$15.95	\$13.42	\$17.22	\$14.82	\$33,178
Library Assistants, Clerical	43-4121	\$10.52	\$8.46	\$11.55	\$9.91	\$21,876
Medical Secretaries	43-6013	\$15.41	\$10.22	\$18.01	\$15.41	\$32,059
Meter Readers, Utilities	43-5041	\$16.35	\$11.53	\$18.76	\$15.87	\$34,005
Office Clerks, General	43-9061	\$13.51	\$8.45	\$16.04	\$12.28	\$28,094
Order Clerks	43-4151	\$18.25	\$13.70	\$20.53	\$16.44	\$37,961
Police, Fire, and Ambulance Dispatchers	43-5031	\$19.50	\$16.24	\$21.13	\$19.69	\$40,565
Postal Service Clerks	43-5051	\$22.36	\$17.04	\$25.01	\$22.66	\$46,503
Postal Service Mail Carriers	43-5052	\$24.55	\$18.35	\$27.65	\$22.91	\$51,069
Production, Planning, and Expediting Clerks	43-5061	\$22.27	\$17.25	\$24.79	\$21.34	\$46,329
Receptionists and Information Clerks	43-4171	\$15.51	\$12.86	\$16.84	\$15.88	\$32,263
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014	\$16.79	\$12.71	\$18.84	\$16.15	\$34,929
Shipping, Receiving, and Traffic Clerks	43-5071	\$18.08	\$13.47	\$20.39	\$17.88	\$37,609

The 2021 Iowa Wage data for the Iowa Falls, IA Laborshed area was produced by the Labor Force & Occupational Analysis Bureau to provide communities local information on wages by occupation. The source of the wage and employment data is based on the May 2020 OES estimates. Additional occupational wage and employment data can be found at [www.iowalmi.gov/laborshed](http://www.iowalmi.gov/laborshed).

