There are (210,170 job postings) between (Jul. 01, 2020 - Jun. 30, 2021) in your area for the selected criteria.

## **Active Selections**

Last 12 months AND ( County : San Mateo, CA OR County : San Francisco, CA OR County : Santa Clara, CA OR County : Contra Costa, CA OR County : Alameda, CA )
AND ( Education : Both sub-baccalaureate and bachelor's-level credentials (inferred) ) AND ( Education : High school or vocational training (specified) OR Education : Associate's degree (specified) OR Education : Not listed (specified) ) )

\*Location quotients show how concentrated demand is within a particular geography. US-wide average demand equals 1.0; an LQ of 1.2, for example, indicates 20% higher demand than the US average (or 1.2 times the US concentration). Grayed out values should be used with caution due to low posting totals.

\*Time to Fill for a particular BGTOCC is determined using historic data for jobs. The indicators (Easier/Much Easier/Similar/Harder/Much Harder) are for a BGTOCC in the selected location relative to that occupation nationwide. Grayed out values should be used with caution due to low posting totals.

встосс	BGTOCC Family	Number of Job Postings	Time to Fill	Burning Glass Salary	Location Quotient
Office / Administrative Assistant	Clerical and Administrative	Very High (9,639)	Similar (30 days)	\$47,002	Low (0.8)
Office Manager	Clerical and Administrative	Medium (1,737)	Similar (39 days)	\$60,945	Average (0.9)
Executive Assistant	Clerical and Administrative	Medium (1,735)	Similar (32 days)	\$67,038	High (1.4)
Administrative Manager	Clerical and Administrative	Medium (713)	Similar (42 days)	\$70,287	Average (1.1)
Legal Secretary	Clerical and Administrative	Medium (552)	Similar (26 days)	\$65,334	Very High (1.6)
Administrative Supervisor	Clerical and Administrative	Medium (485)	Similar (36 days)	\$54,189	Low (0.8)
Medical Biller	Clerical and Administrative	Low (467)	Similar (28 days)	\$45,846	Very Low (0.5)
Enrollment / Eligibility Specialist	Clerical and Administrative	Low (154)	Similar (34 days)	\$52,376	Very Low (0.5)
Municipal / License / Court Clerk	Clerical and Administrative	Low (27)	Similar (38 days)	\$90,001	Very Low (0.4)
Collections Manager	Clerical and Administrative	Low (17)	Similar (35 days)	N/A	Very Low (0.4)

Unspecified postings: 0

There are (15,526 job postings) between (Jul. 01, 2020 - Jun. 30, 2021) in your area for the selected criteria.

### **Active Selections**

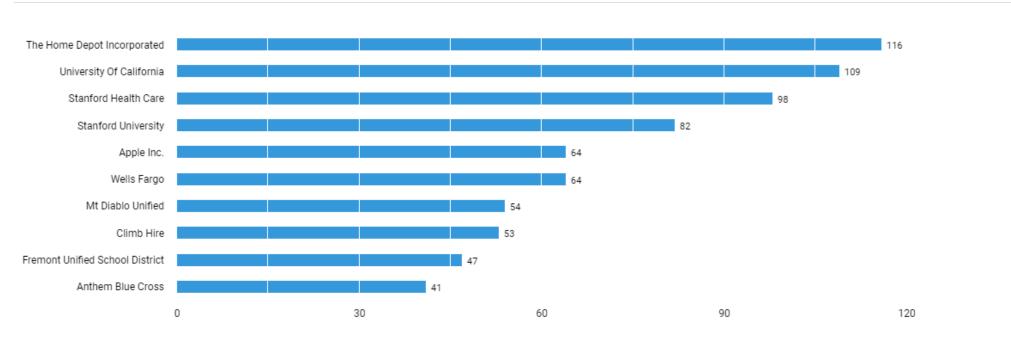
Last 12 months AND ( County : San Mateo, CA OR County : San Francisco, CA OR County : Santa Clara, CA OR County : Contra Costa, CA OR County : Alameda, CA )

AND ( BGTOCC : Office / Administrative Assistant OR BGTOCC : Office Manager OR BGTOCC : Executive Assistant OR BGTOCC : Administrative Manager OR BGTOCC :

Legal Secretary OR BGTOCC : Administrative Supervisor OR BGTOCC : Medical Biller OR BGTOCC : Enrollment / Eligibility Specialist OR BGTOCC : Municipal / License /

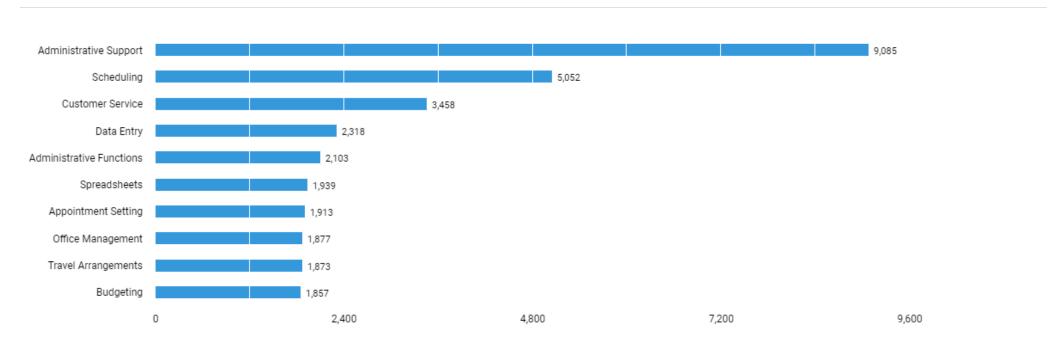
Court Clerk OR BGTOCC : Collections Manager ) AND ( ( Education : Both sub-baccalaureate and bachelor's-level credentials (inferred) ) AND ( Education : High school or vocational training (specified) OR Education : Associate's degree (specified) OR Education : Not listed (specified) ) )

## Who are these employers?



Unspecified postings: 4,360

## What are the most requested skills? (Specialized Skills)



Unspecified postings: 1,066

There are (15,526 job postings) between (Jul. 01, 2020 - Jun. 30, 2021) in your area for the selected criteria.

#### **Active Selections**

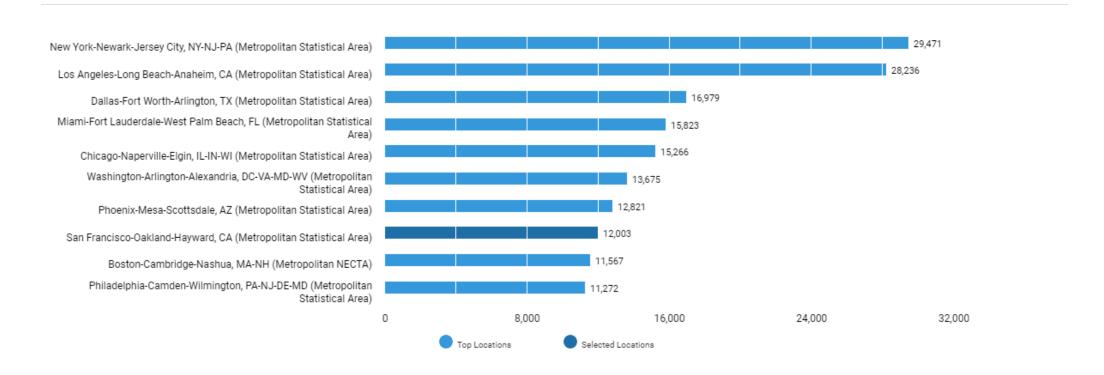
Last 12 months AND ( County : San Mateo, CA OR County : San Francisco, CA OR County : Santa Clara, CA OR County : Contra Costa, CA OR County : Alameda, CA )

AND ( BGTOCC : Office / Administrative Assistant OR BGTOCC : Office Manager OR BGTOCC : Executive Assistant OR BGTOCC : Administrative Manager OR BGTOCC :

Legal Secretary OR BGTOCC : Administrative Supervisor OR BGTOCC : Medical Biller OR BGTOCC : Enrollment / Eligibility Specialist OR BGTOCC : Municipal / License /

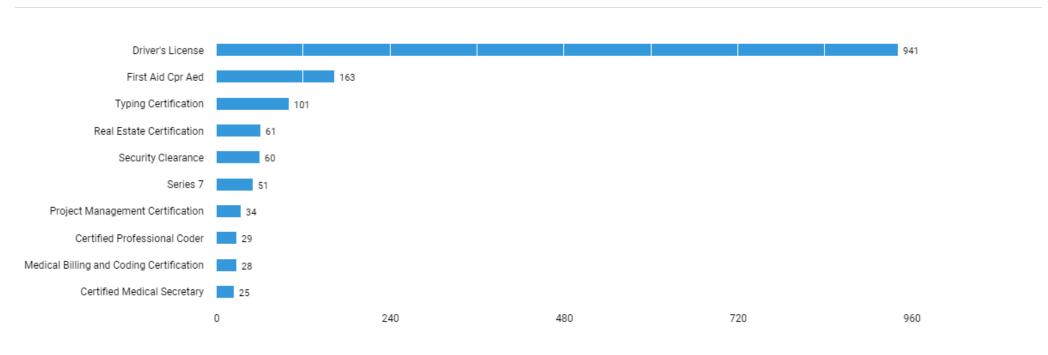
Court Clerk OR BGTOCC : Collections Manager ) AND ( ( Education : Both sub-baccalaureate and bachelor's-level credentials (inferred) ) AND ( Education : High school or vocational training (specified) OR Education : Associate's degree (specified) OR Education : Not listed (specified) ) )

#### What are the in-demand locations?



Unspecified postings: 37,516

## What are the most common certifications for these jobs?



Unspecified postings: 13,801

There are (15,526 job postings) between (Jul. 01, 2020 - Jun. 30, 2021) in your area for the selected criteria.

#### **Active Selections**

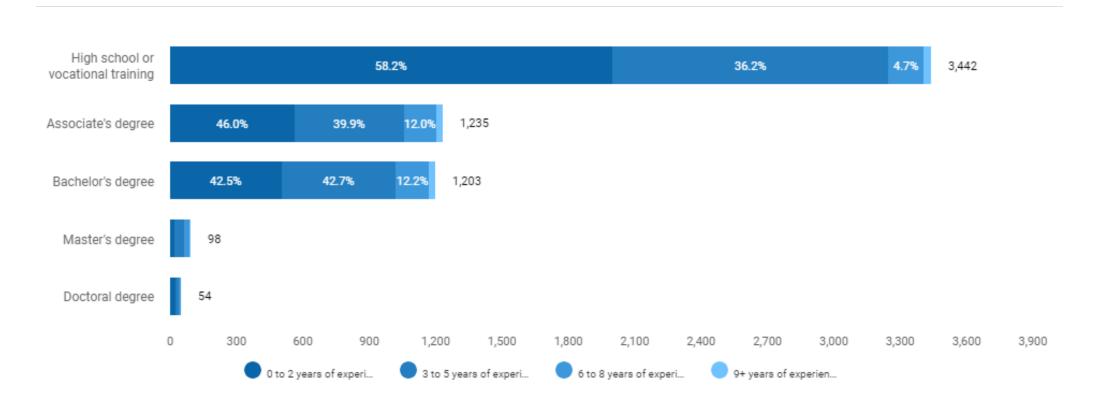
Last 12 months AND ( County : San Mateo, CA OR County : San Francisco, CA OR County : Santa Clara, CA OR County : Contra Costa, CA OR County : Alameda, CA )

AND ( BGTOCC : Office / Administrative Assistant OR BGTOCC : Office Manager OR BGTOCC : Executive Assistant OR BGTOCC : Administrative Manager OR BGTOCC :

Legal Secretary OR BGTOCC : Administrative Supervisor OR BGTOCC : Medical Biller OR BGTOCC : Enrollment / Eligibility Specialist OR BGTOCC : Municipal / License /

Court Clerk OR BGTOCC : Collections Manager ) AND ( ( Education : Both sub-baccalaureate and bachelor's-level credentials (inferred) ) AND ( Education : High school or vocational training (specified) OR Education : Associate's degree (specified) OR Education : Not listed (specified) ) )

# What are the education and experience levels for these jobs?



Unspecified postings: 11,361