

Occupational Profile
Management Support Workers, NEC**
OES (Occupational Employment Statistics) CODE: 21999

Cameron County		Hidalgo/Starr/Willacy Counties	
Employment 2000	Projected Employment 2010	Employment 2000	Projected Employment 2010
360	420	460	540
Absolute Change		Absolute Change	
#	%	#	%
60	16.7	80	17.4
Is License Required?	Growth to Replacement	Is License Required?	Growth to Replacement
No	1:2	No	1:2
Hourly Wage 2002		Hourly Wage 2002	
Mean	Median	Mean	Median
\$16.88	\$15.37	\$17.60	\$17.19

Job Description:

Includes all other workers in professional and technical jobs where substantial post secondary training is essential. These occupations exclude those, which have been separately listed. They include highly skilled positions, which are essential to the management function and may be emerging due to technological changes in an industry.

Average Education Required

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Related Occupations

A number of other workers type, record information, and process paperwork, among them are bookkeepers, receptionists, stenographers, personnel clerks, typists and word processors, paralegals, medical assistants, and medical record technicians.

Skills Required

- Reading -- Comprehension -- Understanding written sentences and paragraphs in work related documents
- Writing -- Communicating effectively with others in writing as indicated by the needs of the audience
- Coordination -- Adjusting actions in relation to others' actions
- Synthesis/Reorganization -- Reorganizing information to get a better approach to problems or tasks
- Speaking -- Talking to others to effectively convey information
- Time Management -- Managing one's own time and the time of others
- Active Listening -- Listening to what other people are saying and asking questions as appropriate
- Monitoring -- Assessing how well one is doing when learning or doing something

Industrial Employment Patterns		
Industry Code	Industry	Percent of Employees
1310	Crude Petroleum & Natural Gas	5.8%
9100	Federal Government	4.6%
9300	Local Government, except Education	4.6%
8220	Colleges & Universities	4.0%
8060	Hospitals	3.5%
6020	Commercial Banks	3.0%
5040	Professional & Commercial Equipment	2.9%
4810	Telephone Communications	2.6%

**NEC = Not Elsewhere Classified