Jobs in Idaho

First-Line Supervisors of Office and Administrative

NEXT STEPS IDAHO

What Is It?

Directly supervise and coordinate the activities of clerical and administrative support workers.

What Do They Typically Do?

- Working with Computers
- Getting Information
- Communicating with Supervisors, Peers, or Subordinates

Annual Income:

- Entry Level: $35,260
- Typical: $49,740
- Experienced: $61,300

Major Employers:

Finance and Insurance,Health Care and Social Assistance

What do I do next?

Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: idahoworks.gov

Explore all pathways to certification:

labor.idaho.gov/jobscape

Talk to your school counselor or advisor for more information

Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: idahodigitallearning.org

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.

www.NextSteps.Idaho.gov

IDAHO WORKFORCE DEVELOPMENT COUNCIL

Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

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