



DC Metro Area Salary Survey

	Low	High
Administrative		
Receptionist	\$36,000	\$42,000
Front Desk Admin	\$40,000	\$46,000
Administrative Assistant - Entry Level	\$38,000	\$42,000
Administrative Assistant - 2-4 years	\$44,000	\$48,000
Administrative Assistant - 5 plus years	\$48,000	\$55,000
Administrative Assistant - Senior	\$55,000	\$65,000
Sales Assistant (up to 3 years exp)	\$40,000	\$46,000
Executive Assistant	\$65,000	\$75,000
Sr. Executive Assistant	\$75,000	\$95,000
Office Manager - Junior	\$50,000	\$55,000
Office Manager	\$60,000	\$80,000
Legal		
Legal Secretary Jr.	\$45,000	\$50,000
Legal Secretary	\$55,000	\$60,000
Legal Secretary Sr.	\$60,000	\$75,000
Paralegal Jr.	\$52,000	\$58,000
Paralegal	\$60,500	\$68,500
Paralegal Sr.	\$73,000	\$82,000
Paralegal Manager	\$95,000	\$110,000
Clerical		
Office Services Assistant	\$35,000	\$38,000
Mail Clerk	\$32,000	\$35,000
Sr. Mail Clerk	\$36,000	\$41,000
Data Entry Clerk - entry level	\$35,000	\$37,000
Data Entry Clerk	\$38,000	\$42,000
Human Resources		
HR Assistant- entry level	\$38,000	\$42,000
HR Assistant - 2 - 4 years	\$44,000	\$48,000
HR Assistant - 5 - 7 years	\$50,000	\$56,000
Benefits Clerk	\$44,312	\$50,000
Benefits Administrator I	\$48,000	\$55,000
Benefits Administrator II	\$55,000	\$61,500
Benefits Administrator III	\$67,700	\$77,000
HR Generalist I	\$52,500	\$59,700
HR Generalist II	\$63,500	\$71,500
HR Generalist III	\$79,000	\$89,000

HR Generalist IV	\$90,000	\$102,500
HR Manager	\$95,500	\$108,600
Accounting		
Accounting Clerk I	\$37,000	\$42,000
Accounting Clerk II	\$42,500	\$47,000
Accounting Clerk III	\$48,500	\$53,500
Payroll Specialist	\$40,500	\$46,000
Sr. Payroll Specialist	\$49,000	\$54,500
Accounts Payable Clerk	\$39,000	\$43,000
Accounts Receivable Clerk	\$34,000	\$40,000
Accounting Supervisor	\$76,000	\$86,500
Accounting Manager	\$94,000	\$106,000
Accounting Director	\$145,000	\$161,000
Technical		
Help Desk Support	\$50,000	\$55,000
Help Desk Manager	\$87,000	\$100,500
Help Desk Supervisor I	\$65,000	\$75,000
Help Desk Supervisor II	\$75,000	\$96,000
Sr. Help Desk Support	\$58,000	\$65,000
Help Desk Assistant	\$40,000	\$46,000
Customer Service		
Customer Service Rep I	\$32,000	\$37,000
Customer Service Rep II	\$38,000	\$43,500
Customer Service Rep III	\$58,000	\$67,000
Customer Service Supervisor	\$58,000	\$67,500
Customer Service Manager	\$83,500	\$95,500
Customer Service Director	\$121,500	\$141,000