



Occupation Skills Transferability Guide

This guide is designed to help job seekers coming from a specific occupation see potentially compatible alternative occupations. This is useful for those looking for a career change, looking for career growth, or those who are struggling to find employment in their previous occupation that want to explore additional options. Occupations listed will require varying levels of additional training, skills, and experience but provides a solid starting point to explore additional options or see what specific training opportunities exist to help make these transitions. This guide is part of our series on skills-based career pathways shifting away from career navigation by industry towards an understanding of how individuals can navigate across multiple industries depending on their individual skill sets and experience.

2023 Edition

Medical Secretaries

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Overview		Education	
Median Hourly Earnings:	\$17.70/hr	Associate's Degree (or other 2-year degree)	2.0%
2021 Jobs:	3,360	Some College Courses	41.3%
2021-2032 Change:	523	Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)	19.7%
2021-2032 Estimated Annual Openings:	441	High School Diploma - or the equivalent (for example, GED)	37.0%

Compatible Occupations				
O*NET Occupation	Median Hourly Earnings	2021 Jobs	2032 Expected Growth	
Receptionists and Information Clerks	\$15.11	11,631	8.4%	
Insurance Claims Clerks	\$21.68	1,932	6.9%	
Insurance Policy Processing Clerks	\$21.68	1,932	6.9%	
Statement Clerks	\$18.22	4,075	5.9%	
Billing, Cost, and Rate Clerks	\$18.22	4,075	5.9%	
Customer Service Representatives	\$18.17	30,371	4.6%	
Office Clerks, General	\$16.64	23,940	2.1%	
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$19.02	14,371	-2.1%	
Payroll and Timekeeping Clerks	\$21.95	951	-5.7%	
Interviewers, Except Eligibility and Loan	\$16.98	2,132	-6.0%	

Top 10 Competencies		
Knowledge	Skill	Ability
Clerical	Active Listening	Oral Comprehension
Customer and Personal Service	Speaking	Oral Expression
Computers and Electronics	Reading Comprehension	Written Comprehension
English Language	Writing	Speech Recognition
Education and Training	Social Perceptiveness	Speech Clarity
Administration and Management	Service Orientation	Written Expression
Psychology	Critical Thinking	Near Vision
Medicine and Dentistry	Coordination	Information Ordering
Mathematics	Time Management	Problem Sensitivity
Personnel and Human Resources	Complex Problem Solving	Deductive Reasoning