

# FSEP\_OfficeAndAdministrativeSupport in Sumner County, TN

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## What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



# Report Parameters

## 37 Occupations

43-1011	First-Line Supervisors of Office and Administrative Support Workers	43-3061	Procurement Clerks
43-3011	Bill and Account Collectors	43-3071	Tellers
43-3021	Billing and Posting Clerks	43-3099	Financial Clerks, All Other
43-3031	Bookkeeping, Accounting, and Auditing Clerks	43-4011	Brokerage Clerks
43-3051	Payroll and Timekeeping Clerks	See Appendix A for all 37 Occupations	

## 1 County

47165	Sumner County, TN
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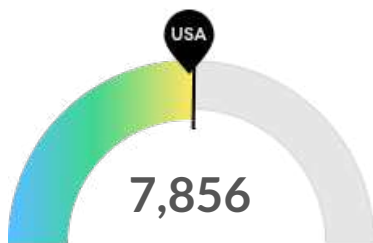
## Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupations and geographical area.

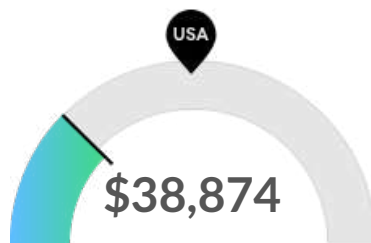
## Executive Summary

### Average Job Posting Demand Over an Average Supply of Regional Jobs



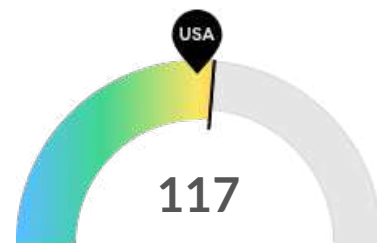
**Jobs (2023)**

Sumner County, TN is about average for this kind of job. The national average for an area this size is 7,738\* employees, while there are 7,856 here.



**Compensation**

Earnings are low in Sumner County, TN. The national median salary for your occupations is \$43,192, compared to \$38,874 here.



**Job Posting Demand**

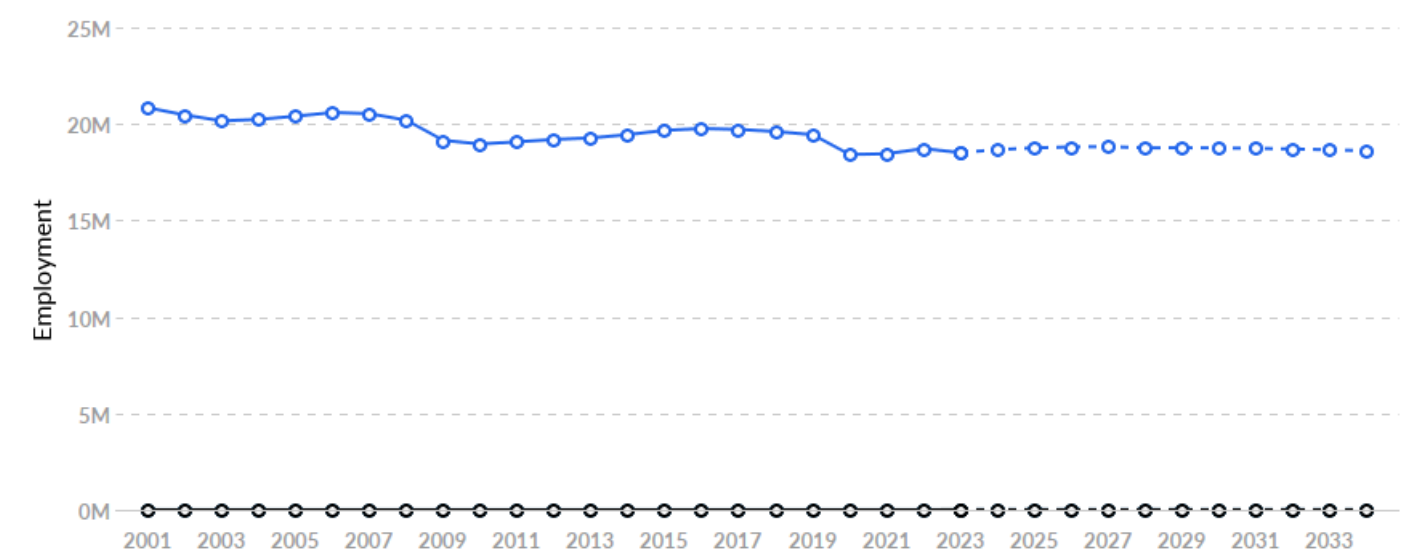
Job posting activity is about average in Sumner County, TN. The national average for an area this size is 108\* job postings/mo, while there are 117 here.

\*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Sumner County, TN. In other words, the values represent the national average adjusted for region size.

# Jobs

## Regional Employment Is About Equal to the National Average

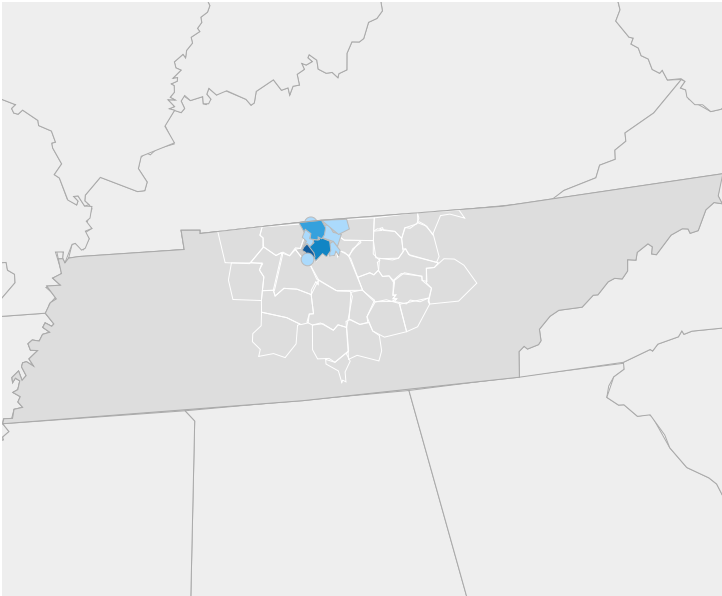
An average area of this size typically has 7,738\* jobs, while there are 7,856 here.



Region		2023 Jobs	2024 Jobs	Change	% Change
●	Sumner County, TN	7,856	8,012	156	2.0%
●	National Average	7,738	7,904	167	2.2%
●	United States	18,512,392	18,666,933	154,542	0.8%

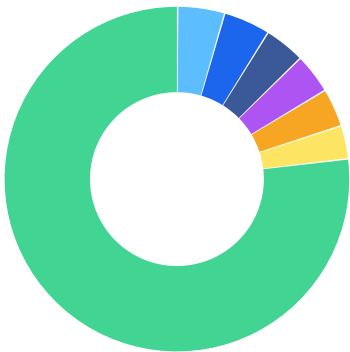
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## Regional Breakdown



ZIP	2023 Jobs
Hendersonville, TN 37075 (in Sumner county)	3,539
Gallatin, TN 37066 (in Sumner county)	2,928
Portland, TN 37148 (in Sumner county)	935
Westmoreland, TN 37186 (in Sumner county)	220
Cottontown, TN 37048 (in Sumner county)	112

### Most Jobs are Found in the Offices of Physicians Industry Sector



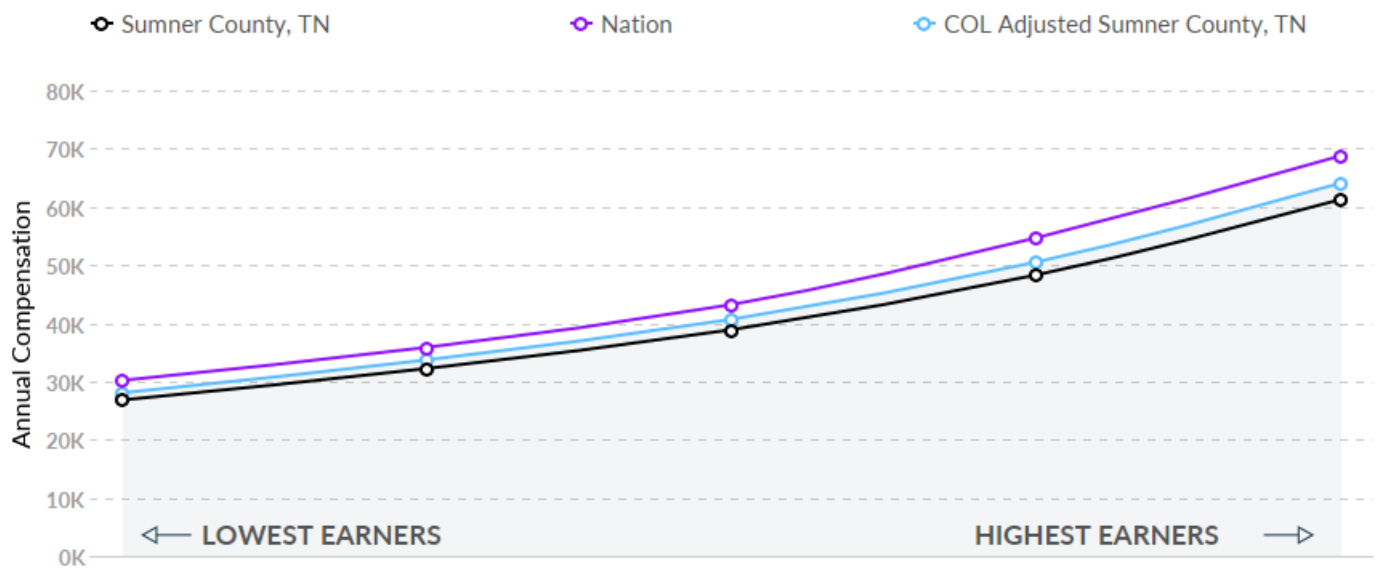
Industry	% of Occupation in Industry (2023)
Offices of Physicians	4.4%
Local Government, Excluding Education and Hospitals	4.4%
Agencies, Brokerages, and Other Insurance Related Activities	3.8%
Education and Hospitals (Local Government)	3.7%
Depository Credit Intermediation	3.6%
Accounting, Tax Preparation, Bookkeeping, and Payroll Services	3.1%
Other	76.9%



## Compensation

### Regional Compensation Is 10% Lower Than National Compensation

For your occupations, the 2023 median wage in Sumner County, TN is \$38,874, while the national median wage is \$43,192.



# Job Posting Activity



## 2,805 Unique Job Postings

The number of unique postings for this job from Jan 2023 to Dec 2024.



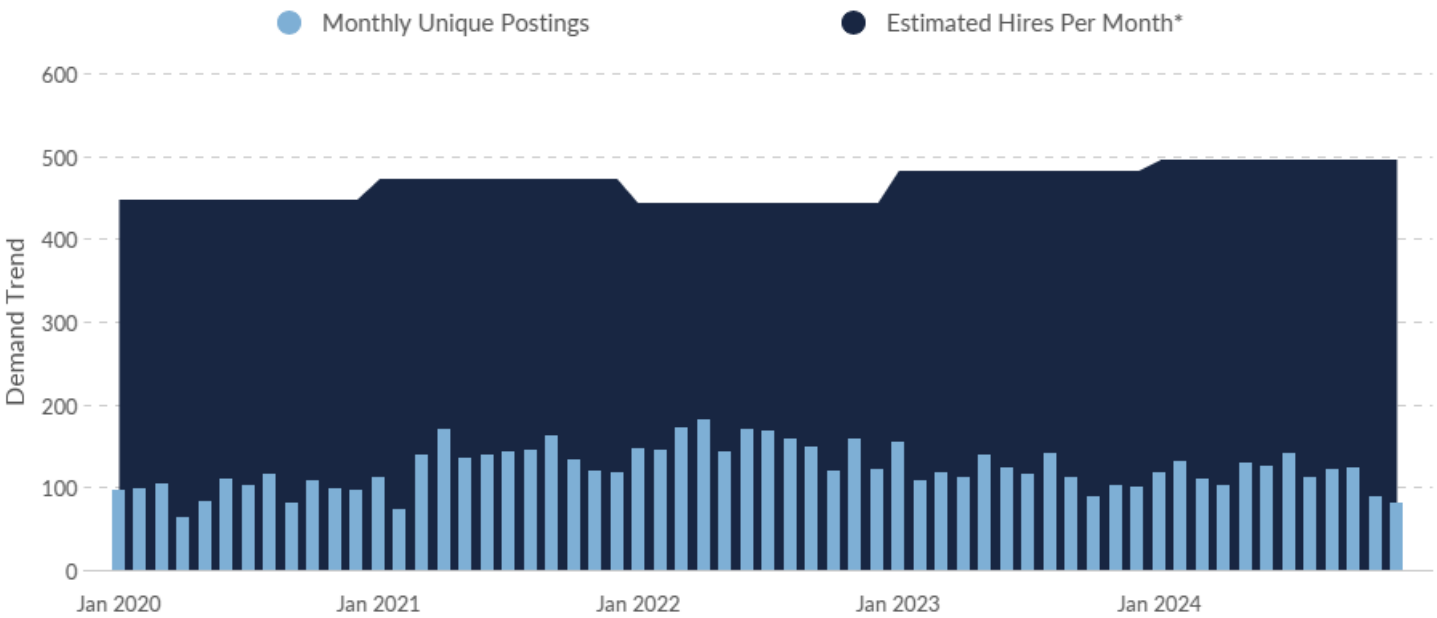
## 761 Employers Competing

All employers in the region who posted for this job from Jan 2023 to Dec 2024.



## 27 Day Median Duration

Posting duration is 1 day shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2023 - Dec 2024)	Avg Monthly Hires (Jan 2023 - Dec 2024)
Customer Service Representatives	27	100
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	15	43
First-Line Supervisors of Office and Administrative Support Workers	17	49

\*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Occupation	Avg Monthly Postings (Jan 2023 - Dec 2024)	Avg Monthly Hires (Jan 2023 - Dec 2024)
Shipping, Receiving, and Inventory Clerks	10	22
Receptionists and Information Clerks	9	34
Bookkeeping, Accounting, and Auditing Clerks	6	55
Order Clerks	4	3
Production, Planning, and Expediting Clerks	5	17
Medical Secretaries and Administrative Assistants	4	19
Hotel, Motel, and Resort Desk Clerks	3	5
Human Resources Assistants, Except Payroll and Timekeeping	2	4
Tellers	2	4
Loan Interviewers and Clerks	0	2
Payroll and Timekeeping Clerks	2	4
Executive Secretaries and Executive Administrative Assistants	2	6
Billing and Posting Clerks	1	11
Dispatchers, Except Police, Fire, and Ambulance	1	4
Bill and Account Collectors	1	4
New Accounts Clerks	1	0
Insurance Claims and Policy Processing Clerks	0	7
Office Clerks, General	0	73
File Clerks	1	3
Couriers and Messengers	0	4
Procurement Clerks	0	1
Cargo and Freight Agents	0	0
Library Assistants, Clerical	0	2
Brokerage Clerks	0	0
Interviewers, Except Eligibility and Loan	0	3

Occupation	Avg Monthly Postings (Jan 2023 - Dec 2024)	Avg Monthly Hires (Jan 2023 - Dec 2024)
Reservation and Transportation Ticket Agents and Travel Clerks	0	0
Credit Authorizers, Checkers, and Clerks	0	0
Legal Secretaries and Administrative Assistants	0	2

Top Companies	Unique Postings	Top Job Titles	Unique Postings
Servpro Industries	67 <div></div>	Customer Service Representativ...	152 <div></div>
Walgreens Boots Alliance	52 <div></div>	Administrative Assistants	133 <div></div>
Volunteer State Community Col...	46 <div></div>	Receptionists	67 <div></div>
Kroger	32 <div></div>	Medical Receptionists	45 <div></div>
Central Research	29 <div></div>	Front Desk Receptionists	43 <div></div>
HCA Healthcare	27 <div></div>	Customer Service Associates	41 <div></div>
Walmart	27 <div></div>	Office Managers	32 <div></div>
Wood Personnel Services	27 <div></div>	Backroom Associates	30 <div></div>
Dorman Products	25 <div></div>	Fulfillment Associates	29 <div></div>
Servpro	25 <div></div>	Executive Assistants	27 <div></div>

## Top Distinguishing Skills by Demand

Not enough data to display Distinguishing Skills for this occupation.

## Top Defining Skills by Demand

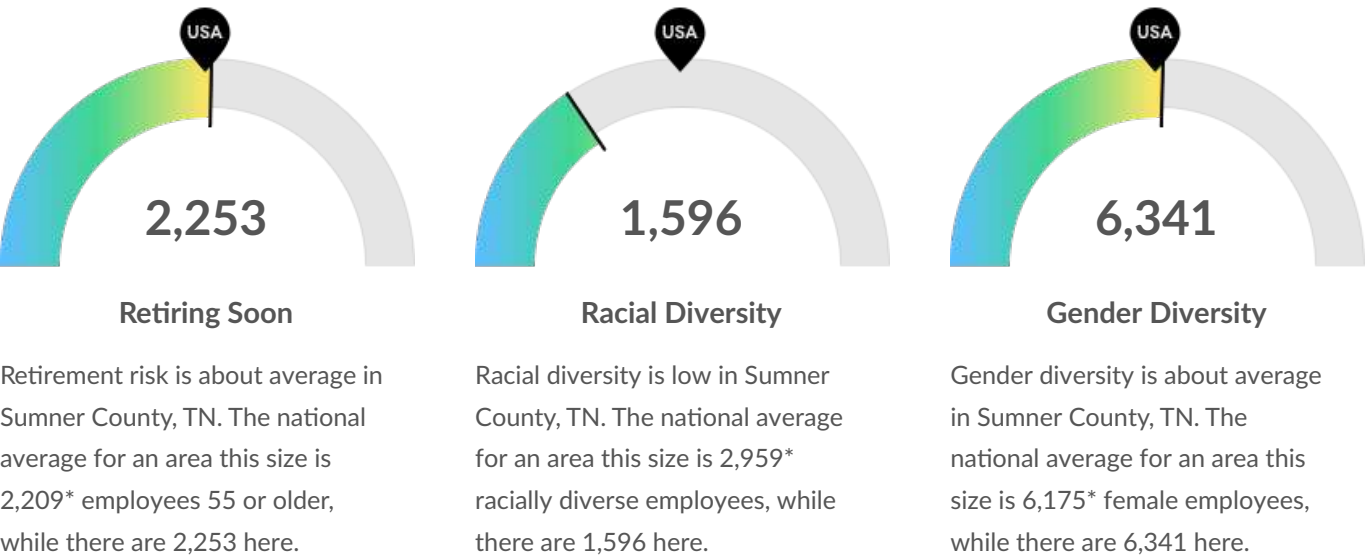
Not enough data to display Defining Skills for this occupation.

## Top Necessary Skills by Demand

Not enough data to display Necessary Skills for this occupation.

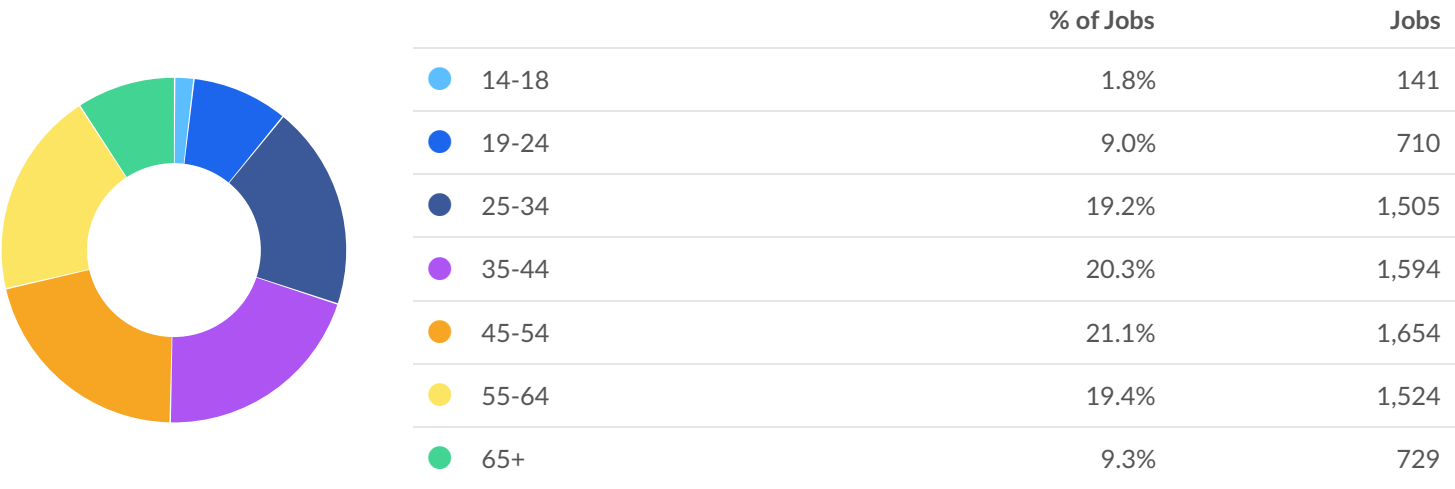
# Demographics

## Retirement Risk Is About Average, While Overall Diversity Is Low

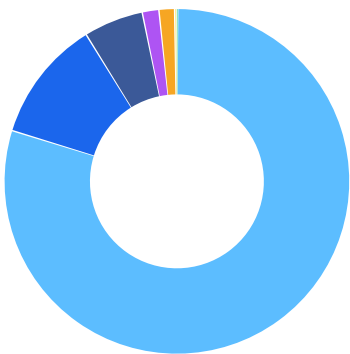


\*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Sumner County, TN. In other words, the values represent the national average adjusted for region size.

# Occupation Age Breakdown

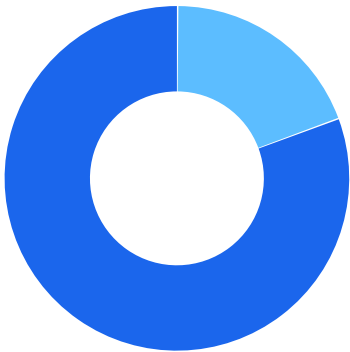


### Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	79.7%	6,261
Black or African American	11.4%	898
Hispanic or Latino	5.6%	439
Two or More Races	1.6%	122
Asian	1.5%	114
American Indian or Alaska Native	0.2%	17
Native Hawaiian or Other Pacific Islander	0.1%	6

### Occupation Gender Breakdown



	% of Jobs	Jobs
Males	19.3%	1,516
Females	80.7%	6,341

# Occupational Programs



### 8 Programs

Of the programs that can train for this job, 8 have produced completions in the last 5 years.



### 872 Completions (2023)

The completions from all regional institutions for all degree types.



### 1,052 Openings (2023)

The average number of openings for an occupation in the region is 13.

CIP Code	Top Programs	Completions (2023)
24.0101	Liberal Arts and Sciences/Liberal Studies	710 <div></div>
52.0201	Business Administration and Management, General	91 <div></div>
51.0707	Health Information/Medical Records Technology/Technician	35 <div></div>
51.9999	Health Professions and Related Clinical Sciences, Other	16 <div></div>
52.0203	Logistics, Materials, and Supply Chain Management	13 <div></div>
52.0401	Administrative Assistant and Secretarial Science, General	5 <div></div>
42.0101	Psychology, General	2 <div></div>

Top Schools	Completions (2023)
Volunteer State Community College	856 <div></div>
Welch College	16 <div></div>

## Appendix A (Occupations)

Code	Description
43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3051	Payroll and Timekeeping Clerks
43-3061	Procurement Clerks
43-3071	Tellers
43-3099	Financial Clerks, All Other
43-4011	Brokerage Clerks
43-4021	Correspondence Clerks
43-4041	Credit Authorizers, Checkers, and Clerks
43-4051	Customer Service Representatives

Code	Description
43-4071	File Clerks
43-4081	Hotel, Motel, and Resort Desk Clerks
43-4111	Interviewers, Except Eligibility and Loan
43-4121	Library Assistants, Clerical
43-4131	Loan Interviewers and Clerks
43-4141	New Accounts Clerks
43-4151	Order Clerks
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-4171	Receptionists and Information Clerks
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks
43-4199	Information and Record Clerks, All Other
43-5011	Cargo and Freight Agents



Code	Description
43-5021	Couriers and Messengers
43-5032	Dispatchers, Except Police, Fire, and Ambulance
43-5061	Production, Planning, and Expediting Clerks
43-5071	Shipping, Receiving, and Inventory Clerks
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6012	Legal Secretaries and Administrative Assistants

Code	Description
43-6013	Medical Secretaries and Administrative Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9041	Insurance Claims and Policy Processing Clerks
43-9061	Office Clerks, General
43-9111	Statistical Assistants
43-9199	Office and Administrative Support Workers, All Other