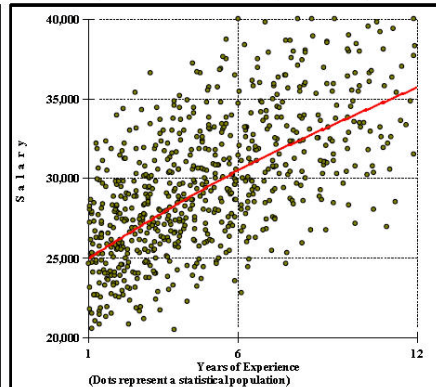


ERI's 2013 Real Estate Salary Survey provides market-based pay data for 84 benchmark jobs in this 150+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different sections of data: 1) public data, 2) ERI Assessor databases, and 3) data provided by participants. Please see the example format below:

Categories	No. of Incumbents	Mean	First Decile	First Quartile	Median	Third Quartile	Ninth Decile	Rate of Error
Public Databases								
Annual Salary		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	
Incentive/Variable Pay								
Total Direct Annual Compensation		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	0.2
ERI Assessor Databases								
Annual Salary		\$30,513	\$26,074	\$27,900	\$29,970	\$32,661	\$35,035	
Incentive/Variable Pay		\$356	\$306	\$328	\$352	\$384	\$411	
Total Direct Annual Compensation		\$30,869	\$26,380	\$28,228	\$30,322	\$33,045	\$35,446	
Survey Participants' Databases								
Annual Salary		\$37,079	\$18,032	\$28,167	\$38,704	\$41,404	\$44,000	
Incentive/Variable Pay		\$1,955	\$500	\$969	\$1,456	\$3,262	\$5,000	
Total Direct Annual Compensation	227	\$39,034	\$18,532	\$29,136	\$40,160	\$44,666	\$49,000	1.1

Position Description
 Greets and receives callers or visitors at establishment, and determines nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon. May issue visitor's pass when required. May type memos, correspondence, reports, and other documents. May operate PBX telephone console to receive incoming messages. May make future appointments and answer inquiries. May perform variety of clerical duties and other duties pertinent to type of establishment. May collect and distribute mail and messages. May work in office of medical practitioner or in other health care facility and be designated accordingly. eDOT: 237.367-038



Selected Characteristics of Occupation (SCOs) from ERI's Occupational Assessor

eDOT SCOs*	Mental & Stress Demands	Physical Demands	Far Acuity
eDOT code 237.367-038	Understanding & Memory	Strength S	Depth Perception N
Occupational Code 237	Memory F	Occasionally Lift/Carry 0	Accommodation O
Specific Vocational Preparation (SVP) 4	Short Instruction Memory F	Frequently Lift/Carry 0	Color Vision N
Education Level 5	Detailed Instruction Memory F	Push/Pull N	Field of Vision O
Worker Functions	Sustained Concentration & Persistence	Walking O	Environmental Conditions
Data 3	Short Instruction F	Sitting F	Exposure to Weather N
People 6	Detailed Instruction O	Standing O	Extreme Cold N
Things 7	Concentration & Attention F	Sit/Stand Option N	Extreme Heat N
Literacy Demands	Work Schedule O	Climbing N	Wet and/or Humid N
Mathematics Level 2	Work Routine F	Balancing N	Noise Intensity Level 2
Language Level 3	Work Distractions F	Stooping N	Vibration N
Reasoning Level 3	Work Decisions O	Kneeling N	Atmospheric Conditions N
Aptitudes	Work Completion F	Crouching N	Proximity to Moving Parts N
General Learning Ability 3	Social Interaction	Crawling N	Exposure to Electrical Shock N
Verbal Aptitude 3	Public Interaction F	Reaching O	Working in High Places N
Numeric Aptitude 2	Assignment/Assistance F	Reaching Upward O	Exposure to Radiation N
Spatial Aptitude 2	Work Review O	Reaching Downward O	Working With Explosives N
Form Perception 2	Peer Interaction F	Handling O	Exposure to Toxic Chemicals N
Clerical Perception 3	Work Behavior F	Fingering O	Exposure to Biohazards N
Motor Coordination 2	Adaptation	Feeling N	Other Environmental Conditions N
Finger Dexterity 3	Adaptation to Change O	Keyboard Use F	Additional Measures
Manual Dexterity 2	Hazard Awareness O	Talking F	Creativity O
Eye-Hand-Foot Coord. 2	Travel O	Hearing O	Administrative Activity O
Color Discrimination 1	Independent Planning O	Tasting/Smelling N	Discretion/Independent Judgment F
		Near Acuity O	

* For an explanation of eDOT SCO values, please see the definitions on page 265.

Trended EEO-1 Demographic Estimates

Specific Census data can be obtained by subscribing to ERI's Geographic Assessor

Trend to Month/Year:	eDOT Title:		OES Area:		SOC Job Family:		Codes:	
	Receptionist	eDOT Code:	US - National	OES Code:	Receptionists and Information Clerks	SOC Code:	237.367-038	1930007000000
							434171	
	Total	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	Hispanic or Latino	Alaska Native	Two or More Races
Male	7.3%	4.8%	0.9%	0.0%	0.4%	0.9%	0.1%	0.2%
Female	92.7%	68.2%	9.6%	0.1%	2.0%	10.5%	0.6%	1.6%
Totals	100.0%	72.9%	10.5%	0.1%	2.5%	11.4%	0.6%	1.8%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$271,909
Systems Analyst	\$76,716
Building Maintenance Worker	\$44,685

Information is from ERI Assessor databases as of March 31, 2013.

Benchmark Job List

Accountant	Desktop Publisher
Accounting Clerk	Employment Representative
Accounting Manager	Executive Secretary
Administrative Assistant	Executive Vice President
Advertising Clerk	File Clerk
Advertising Manager	Financial Analyst
Advertising Supervisor	Front Desk Receptionist
Appraiser Commercial	General Maintenance Supervisor
Appraiser Residential	General Maintenance Worker
Area Sales Manager	Graphic Designer
Benefits Manager	Groundskeeper
Bookkeeper	Human Resources Clerk
Budget Analyst	Human Resources Manager
Building & Facilities Manager	Interior Designer
Building Cleaner	Janitor
Building Maintenance Worker	Lease Records Clerk
Building Superintendent	Locksmith
Business Broker	Maintenance Supervisor
Business Office Manager	Maintenance Worker
Buyer/Purchasing Agent	Market Research Analyst
Chief Executive Officer	Marketing Manager
Chief Financial Officer	Paralegal
Chief Human Resources Officer	Payroll Clerk
Chief Marketing & Sales Officer	Payroll Supervisor
Chief Operating Officer	Property Handyman
Clerical Assistant	Property Management Director
Clerical Supervisor	Property Management Sales Representative
Clerk Typist	Property Management Supervisor
Closer	Property Manager
Commercial Appraiser	Real Estate Agent Supervisor
Commercial Real Estate Sales Representative	Real Estate Analyst
Compensation Manager	Real Estate Attorney
Computer Programmer	Real Estate Clerk
Condominium Manager	Real Estate Development Manager
Contract Technician	Real Estate Firm Manager
Database Administrator	Real Estate Leasing Agent

Real Estate Leasing Manager
Real Estate Paralegal
Real Estate Sales Agent
Receptionist PBX Operator
Secretary
Systems Analyst
Title Clerk

Title Examiner
Title Searcher
Title Supervisor
Top Real Estate Officer
Web Administrator