

COBB COUNTY SCHOOL DISTRICT
Office Clerical/Technician Annual Salary Schedule
2021-2022

STEP	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8
	NC03	NC04	NC05	NC06	NCT7	NCT8
1	28,061	29,736	31,387	33,103	41,847	45,751
2	29,058	30,880	32,635	34,491	43,014	46,919
3	30,061	32,009	33,885	35,877	44,183	48,096
4	31,057	33,117	35,131	37,261	45,353	49,258
5	32,045	34,226	36,382	38,651	46,522	50,431
6	33,015	35,335	37,628	40,041	47,699	51,614
7	33,983	36,446	38,880	41,425	48,874	52,788
8	34,952	37,556	40,126	42,814	50,054	53,958
9	35,927	38,667	41,379	44,200	51,221	55,126
10	36,899	39,776	42,631	45,589	52,407	56,304
11	37,870	40,884	43,875	46,980	53,562	57,468
12	38,840	41,994	45,122	48,363	54,738	58,641
13	39,814	43,105	46,372	49,749	55,902	59,816
14	40,782	44,218	47,622	51,136	57,073	60,984
15-17	41,751	45,327	48,869	52,527	58,249	62,158
18-20	42,726	46,470	50,120	53,908	59,414	63,328
21-23	43,699	47,547	51,366	55,296	60,607	64,509
24-26	44,671	48,657	52,615	56,689	61,775	65,679
27-29	45,637	49,760	53,865	58,073	62,964	66,866
30+	46,642	50,904	55,157	59,527	64,033	68,002

FLSA Category: Non-Exempt

Salaries are based on 7.5 hours per day; 238 days per year

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Central Office Annual Non-Exempt Positions - Rank 3, 4, 5, 6, 7, or 8

Educational Supplements

<p>An official transcript is required from an accredited institution and will be evaluated by the Human Resources Department. All college credit must reflect a cumulative GPA of “C” or above per semester/quarter. Credit is granted for each year of college (30 semester hours or 45 quarter hours). Bachelor Degree or above required for maximum college credit.</p>	
College Credit	Annual Supplement
1 year - 30 sem/45 qtr hrs	\$385.52
2 years - 60 sem/90 qtr hrs	\$771.04
3 years - 90 sem/135 qtr hrs	\$1,156.56
Bachelor Degree or above	\$1,542.08
<p>Clerical employees working less than full-time positions are paid an educational supplement pro-rated according to the number of days/hours worked. Amounts are rounded to the nearest hundredth.</p>	
<p>Business College: If clock hours are given in lieu of quarter hours, one (1) year of business college must constitute 792 clock hours. Vocational school clock hours may not be combined with college credit unless the employee is enrolled in a joint degree program of secretarial or accounting science.</p>	

Evaluation of Previous Experience

<p>All experience must be listed on the original application and verified by completing the appropriate CCSD Experience Verification Form. It is the employee's responsibility to obtain documentation of qualifications and experience from all former employers. Human Resources will evaluate previously related outside experience and a maximum of eight (8) steps may be granted as follows:</p>		
Step Level	Full-Time Years of Similar Experience Equal or More Than:	Full-Time Years of Similar Experience Less Than:
1	0	Less than 1
2	1 year	Less than 2
3	2 years	Less than 7
4	7 years	Less than 12
5	12 years	Less than 17
6	17 years	Less than 21
7	21 years	Less than 25
8	25 or more	
<p>A maximum of 3 years credit will be given for active duty military experience. Form DD214 must be submitted for review.</p>		

All full-time personnel are paid for seven and one-half hours of work per day. Lunch periods are not compensated. **Compensatory time and over-time must receive prior approval by the employee’s supervisor.**

Budget permitting, a step may be granted, annually, at the beginning of each work year upon **satisfactory** completion of a year’s service (see Work Day Calendar). The following exceptions apply:

- An employee who does not work a sufficient number of days to qualify for 1-year of service credit or
- An employee who receives an unsatisfactory annual evaluation (**Policy/Rule reference: GBA-R (9)**)