

COBB COUNTY SCHOOL DISTRICT
Office Clerical/Technician Annual Salary Schedule
2022-2023

STEP	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8
	NC03	NC04	NC05	NC06	NCT7	NCT8
1	30,446	32,263	34,055	35,917	45,404	49,640
2	31,528	33,504	35,409	37,423	46,670	50,907
3	32,616	34,729	36,765	38,927	47,939	52,184
4	33,697	35,932	38,117	40,428	49,208	53,444
5	34,769	37,135	39,475	41,936	50,476	54,718
6	35,821	38,339	40,827	43,445	51,754	56,001
7	36,871	39,544	42,185	44,946	53,029	57,275
8	37,923	40,748	43,536	46,454	54,309	58,544
9	38,981	41,953	44,896	47,957	55,574	59,812
10	40,035	43,157	46,254	49,464	56,861	61,090
11	41,089	44,359	47,605	50,973	58,115	62,352
12	42,142	45,564	48,958	52,474	59,391	63,626
13	43,198	46,769	50,313	53,978	60,653	64,901
14	44,249	47,976	51,670	55,483	61,924	66,168
15-17	45,300	49,180	53,023	56,992	63,201	67,441
18-20	46,358	50,420	54,380	58,490	64,465	68,711
21-23	47,414	51,588	55,732	59,997	65,758	69,992
24-26	48,468	52,793	57,087	61,507	67,026	71,262
27-29	49,516	53,990	58,443	63,009	68,316	72,550
30+	50,607	55,231	59,846	64,587	69,475	73,782

FLSA Category: Non-Exempt

Salaries are based on 7.5 hours per day; 235 days per year

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

Educational Supplements

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.**

College Credit	Annual Supplement
1 year - 30 sem/45 qtr hrs	\$418.29
2 years - 60 sem/90 qtr hrs	\$836.58
3 years - 90 sem/135 qtr hrs	\$1,254.87
Bachelor Degree or above	\$1,673.16

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.

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.

Evaluation of Previous Experience

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:

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	

A maximum of 3 years credit will be given for active duty military experience. **Form DD214 must be submitted for review.**

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)**)