

COBB COUNTY SCHOOL DISTRICT

Executive Secretary Annual Salary Schedule

2023-2024

STEP	Executive Secretary 1	Executive Secretary 2	Executive Secretary 3	Executive Secretary 4
	NEX1	NEX2	NEX3	NEX4
1	50,421	50,934	51,447	52,474
2	52,255	52,808	53,365	54,476
3	54,091	54,685	55,280	56,474
4	55,918	56,558	57,198	58,477
5	57,755	58,433	59,115	60,478
6	59,591	60,313	61,036	62,481
7	61,420	62,186	62,949	64,478
8	63,258	64,063	64,869	66,480
9	65,086	65,933	66,782	68,474
10	66,920	67,804	68,687	70,449
11	68,756	69,688	70,620	72,478
12	70,588	71,561	72,533	74,480
13	72,420	73,436	74,451	76,477
14	74,260	75,315	76,370	78,475
15-17	76,092	77,187	78,284	80,474
18-20	77,924	79,063	80,200	82,477
21-23	79,755	80,936	82,118	84,481
24-26	81,590	82,814	84,033	86,483
27-29	83,423	84,691	85,954	88,485
30+	85,294	86,613	87,927	90,562

FLSA Category:

Executive Secretary Levels 1, 2, 3 - Non-Exempt

Salaries are rounded to nearest dollar

Annual salaries based on 7.5 hours per day; 235 days per year

**Executive Secretary Annual Salary Schedule
2023-2024**

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	\$449.66
2 years - 60 sem/90 qtr hrs	\$899.32
3 years - 90 sem/135 qtr hrs	\$1,348.98
Bachelor Degree or above	\$1,798.64

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 Cobb County School District 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 overtime 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 of service (see Step Credit Schedule). 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)**)