

COBB COUNTY SCHOOL DISTRICT

Local School Clerical Schedule

2023-2024

STEP	Rank 1	Rank 3	Rank 3	Rank 4	Rank 4	Rank 4	Rank 5	Rank 7
	NC31 - 188 Day	NC43 - 193 Day	NC23 - 198 Day	NC24 - 198 Day	NC14 - 218 Day	NC44 - 235 Day	NC55 - 198 Day	NC57 - 198 Day
1	23,135	26,682	27,298	28,900	33,227	36,116	30,456	40,606
2	23,770	27,580	28,245	30,014	34,449	37,450	31,668	41,739
3	24,402	28,486	29,217	31,129	35,674	38,767	32,880	42,873
4	25,041	29,437	30,188	32,239	36,894	40,059	34,089	44,008
5	25,674	30,383	31,161	33,350	38,119	41,353	35,303	45,142
6	26,304	31,334	32,132	34,462	39,304	42,647	36,512	46,285
7	26,939	32,276	33,104	35,569	40,489	43,942	37,727	47,425
8	27,576	33,224	34,072	36,685	41,677	45,237	38,936	48,570
9	28,233	34,178	35,053	37,760	42,863	46,533	40,152	49,702
10	28,900	35,124	36,025	38,841	44,051	47,826	41,367	50,853
11	29,567	36,075	36,987	39,919	45,236	49,119	42,574	51,974
12	30,233	37,016	37,928	40,997	46,423	50,414	43,784	53,115
13	30,899	37,961	38,878	42,075	47,609	51,709	44,997	54,244
14	31,562	38,877	39,818	43,156	48,795	53,007	46,210	55,381
15-17	32,233	39,797	40,763	44,234	49,981	54,301	47,420	56,522
18-20	32,897	40,718	41,709	45,346	51,206	55,634	48,634	57,653
21-23	33,564	41,641	42,654	46,394	52,358	56,890	49,842	58,809
24-26	34,230	42,564	43,598	47,475	53,541	58,185	51,055	59,944
27-29	34,893	43,475	44,538	48,544	54,725	59,472	52,267	61,097
30+	35,593	44,438	45,517	49,661	55,952	60,806	53,522	62,134

FLSA Category: Non-Exempt

Annual salaries are rounded to nearest dollar

Local School Clerical Schedule 2023-2024

Rank 1 - Guidance & School Clerks (188 Day)

Rank 3 - HS Guidance & Pupil Personnel Clerks (193 Day); MS Pupil Personnel Clerks (198 Day); ES Clerks (198 Day)

Rank 4 - Braille Clerks (198 Day); ES & MS Secretaries (218 Day); HS Secretaries (235 Day)

Rank 5 - ES Bookkeepers (198 Day) MS Bookkeepers (198 Day)

Rank 7 - HS Bookkeepers (198 Day)

Educational Supplements

An official transcript is required from an accredited institution. Human Resources will evaluate college credit. All college credit must reflect a cumulative GPA of "C" or above per semester or 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.** The supplement below is based on full-time employment or 7.5 hours per day and will be added to base annual salary.

College Credit	235 Day	218 Day	198 Day	193 Day	188 Day
30 sem/45 qtr hrs	449.66	416.93	378.68	369.11	359.55
60 sem/90 qtr hrs	899.32	833.86	757.36	738.22	719.10
90 sem/135 qtr hrs	1,348.98	1,250.79	1,136.04	1,107.33	1,078.65
Bachelor or above	1,798.64	1,667.72	1,514.72	1,476.45	1,438.20

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.

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)**)

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.**