

COBB COUNTY SCHOOL DISTRICT
Executive Secretary Annual Salary Schedule
2022-2023

STEP	Executive Secretary 1	Executive Secretary 2	Executive Secretary 3	Executive Secretary 4
	NEX1	NEX2	NEX3	NEX4
1	38,903	39,381	39,857	40,813
2	40,610	41,124	41,642	42,675
3	42,317	42,870	43,423	44,534
4	44,017	44,612	45,207	46,397
5	45,725	46,357	46,991	48,259
6	47,434	48,105	48,777	50,122
7	49,135	49,848	50,557	51,980
8	50,845	51,594	52,343	53,842
9	52,545	53,333	54,123	55,697
10	54,251	55,074	55,895	57,534
11	55,959	56,826	57,693	59,422
12	57,664	58,568	59,473	61,283
13	59,368	60,313	61,257	63,141
14	61,079	62,060	63,042	65,000
15-17	62,783	63,802	64,823	66,860
18-20	64,488	65,547	66,605	68,723
21-23	66,190	67,289	68,389	70,587
24-26	67,897	69,036	70,170	72,449
27-29	69,603	70,782	71,958	74,312
30+	71,344	72,570	73,793	76,244

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

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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 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’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)**)