

COBB COUNTY SCHOOL DISTRICT

Executive Secretary Annual Salary Schedule

2024-2025

STEP	Executive Secretary 1	Executive Secretary 2	Executive Secretary 3	Executive Secretary 4
	NEX1	NEX2	NEX3	NEX4
1	52,639	53,175	53,710	54,783
2	54,555	55,132	55,714	56,872
3	56,471	57,091	57,712	58,959
4	58,379	59,046	59,714	61,050
5	60,296	61,004	61,716	63,139
6	62,213	62,967	63,721	65,230
7	64,123	64,922	65,718	67,315
8	66,042	66,882	67,723	69,405
9	67,950	68,834	69,721	71,487
10	69,864	70,787	71,709	73,549
11	71,781	72,755	73,727	75,667
12	73,694	74,710	75,725	77,757
13	75,607	76,668	77,727	79,842
14	77,527	78,629	79,730	81,928
15-17	79,440	80,584	81,729	84,015
18-20	81,353	82,542	83,729	86,106
21-23	83,264	84,497	85,731	88,198
24-26	85,180	86,458	87,730	90,288
27-29	87,094	88,417	89,736	92,379
30+	89,047	90,424	91,796	94,547

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	\$469.45
2 years - 60 sem/90 qtr hrs	\$938.90
3 years - 90 sem/135 qtr hrs	\$1,408.35
Bachelor Degree or above	\$1,877.80

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)**)