

COBB COUNTY SCHOOL DISTRICT

Local School Clerical Schedule

2024-2025

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	24,153	27,856	28,499	30,172	34,689	37,705	31,796	42,392
2	24,816	28,794	29,487	31,335	35,965	39,098	33,061	43,575
3	25,476	29,740	30,503	32,498	37,244	40,473	34,327	44,759
4	26,142	30,732	31,516	33,657	38,518	41,822	35,589	45,944
5	26,804	31,720	32,532	34,818	39,796	43,173	36,857	47,128
6	27,461	32,713	33,545	35,978	41,033	44,523	38,119	48,321
7	28,125	33,696	34,561	37,134	42,271	45,876	39,387	49,512
8	28,789	34,686	35,571	38,299	43,511	47,228	40,649	50,707
9	29,475	35,682	36,596	39,421	44,749	48,580	41,919	51,889
10	30,172	36,670	37,610	40,550	45,989	49,931	43,187	53,090
11	30,868	37,662	38,614	41,675	47,226	51,280	44,447	54,260
12	31,563	38,645	39,596	42,801	48,465	52,632	45,711	55,452
13	32,258	39,631	40,589	43,926	49,704	53,984	46,976	56,631
14	32,950	40,588	41,570	45,055	50,942	55,340	48,243	57,817
15-17	33,651	41,548	42,556	46,181	52,180	56,690	49,507	59,009
18-20	34,345	42,509	43,544	47,341	53,459	58,082	50,774	60,189
21-23	35,041	43,473	44,531	48,435	54,661	59,393	52,036	61,397
24-26	35,736	44,437	45,516	49,563	55,897	60,745	53,301	62,581
27-29	36,428	45,388	46,498	50,680	57,133	62,089	54,567	63,785
30+	37,159	46,394	47,519	51,846	58,414	63,482	55,877	64,868

FLSA Category: Non-Exempt

Annual salaries are rounded to nearest dollar

Local School Clerical Schedule 2024-2025

Rank 1	Rank 3	Rank 4	Rank 5	Rank 7
Guidance (188 Day)	HS Guidance Clerk (193 Day)	Braille Clerk (198 Day)	ES Bookkeeper (198 Day)	HS Bookkeeper
MS & HS School Clerk (188 Day)	Pupil Personnel Clerk (193 Day)	ES & MS Secretary (218 Day)	MS Bookkeeper (198 Day)	(198 Day)
	MS Personnel Clerk (198 Day)	HS Secretary (235 Day)		
	ES Clerk (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	469.45	435.50	395.54	385.56	375.57
60 sem/90 qtr hrs	938.90	871.00	791.08	771.12	751.14
90 sem/135 qtr hrs	1,408.35	1,306.50	1,186.62	1,156.68	1,126.71
Bachelor or above	1,877.80	1,742.00	1,582.16	1,542.24	1,502.28

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)**)