

COBB COUNTY SCHOOL DISTRICT

Office Clerical/Technician Annual Salary Schedule

2024-2025

STEP	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8
	NC03	NC04	NC05	NC06	NCT7	NCT8
1	34,169	36,209	38,220	40,309	50,956	55,711
2	35,384	37,602	39,740	42,000	52,378	57,133
3	36,605	38,977	41,261	43,688	53,801	58,567
4	37,818	40,326	42,778	45,372	55,226	59,981
5	39,021	41,677	44,303	47,065	56,649	61,410
6	40,202	43,028	45,820	48,758	58,083	62,850
7	41,381	44,380	47,344	50,443	59,514	64,279
8	42,561	45,732	48,861	52,135	60,951	65,704
9	43,748	47,084	50,387	53,823	62,371	67,127
10	44,931	48,435	51,911	55,513	63,815	68,561
11	46,114	49,784	53,427	57,207	65,222	69,978
12	47,296	51,136	54,945	58,891	66,654	71,407
13	48,482	52,488	56,467	60,579	68,071	72,838
14	49,660	53,844	57,989	62,268	69,498	74,260
15-17	50,840	55,194	59,508	63,962	70,930	75,689
18-20	52,028	56,586	61,031	65,644	72,349	77,114
21-23	53,212	57,897	62,548	67,334	73,801	78,552
24-26	54,395	59,250	64,069	69,029	75,224	79,977
27-29	55,572	60,593	65,591	70,715	76,671	81,423
30+	56,796	61,986	67,165	72,486	77,972	82,805

FLSA Category: Non-Exempt

Salaries are based on 7.5 hours per day; 235 days per year

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Central Office Annual Non-Exempt Positions - Rank 3, 4, 5, 6, 7, or 8

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)**)