

COBB COUNTY SCHOOL DISTRICT

Office Clerical/Technician Annual Salary Schedule

2023-2024

STEP	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8
	NC03	NC04	NC05	NC06	NCT7	NCT8
1	32,729	34,683	36,609	38,611	48,809	53,363
2	33,893	36,017	38,065	40,230	50,171	54,725
3	35,062	37,334	39,522	41,847	51,534	56,098
4	36,224	38,627	40,975	43,460	52,899	57,453
5	37,376	39,920	42,435	45,081	54,262	58,822
6	38,508	41,214	43,889	46,703	55,635	60,201
7	39,637	42,509	45,349	48,317	57,006	61,570
8	40,767	43,805	46,802	49,938	58,382	62,935
9	41,904	45,100	48,263	51,554	59,742	64,298
10	43,038	46,394	49,724	53,174	61,126	65,671
11	44,171	47,686	51,175	54,796	62,473	67,029
12	45,302	48,981	52,629	56,409	63,845	68,398
13	46,438	50,276	54,087	58,026	65,202	69,768
14	47,567	51,574	55,545	59,644	66,569	71,130
15-17	48,698	52,868	57,000	61,266	67,941	72,499
18-20	49,835	54,201	58,459	62,877	69,299	73,864
21-23	50,970	55,457	59,912	64,496	70,690	75,242
24-26	52,103	56,752	61,369	66,120	72,053	76,606
27-29	53,230	58,039	62,826	67,735	73,440	77,991
30+	54,402	59,373	64,334	69,431	74,686	79,315

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	\$449.66
2 years - 60 sem/90 qtr hrs	\$899.32
3 years - 90 sem/135 qtr hrs	\$1,348.98
Bachelor Degree or above	\$1,798.64

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)**)