

Secretarial/Clerical Salary Schedule

Non-Exempt - Per Hour Rates

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C101	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50
C100	11.75	12.07	12.39	12.72	13.06	13.41	13.77	14.14	14.52	14.91	15.31	15.72	16.14	16.57	17.04
C110	12.34	12.67	13.01	13.36	13.72	14.09	14.47	14.86	15.26	15.67	16.09	16.52	16.96	17.42	17.89
C120	12.96	13.31	13.67	14.04	14.42	14.81	15.21	15.62	16.04	16.47	16.91	17.36	17.83	18.31	18.79
C130	13.61	13.98	14.36	14.75	15.15	15.56	15.98	16.41	16.85	17.30	17.77	18.25	18.74	19.24	19.73
C140	14.29	14.67	15.06	15.47	15.89	16.32	16.76	17.21	17.67	18.15	18.64	19.14	19.65	20.18	20.72
C150	15.00	15.40	15.81	16.24	16.68	17.13	17.59	18.06	18.55	19.05	19.56	20.09	20.63	21.18	21.75
C160	15.75	16.17	16.60	17.05	17.51	17.98	18.46	18.96	19.47	19.99	20.53	21.08	21.65	22.23	22.84

Pay Grade	Position
C101	Library Clerical or Receptionist
C100	Unused
C110	Unused
C120	Elementary or Middle School Secretary - General High School Department Secretary (A+, IB, etc.) High School Secretary - Attendance
C130	District Level Secretary - General
C140	Building Athletic Secretary District Level Department Secretary I Early Childhood School Secretary - Lead Elementary School Secretary - Lead High School Secretary - Assistant Principal High School Secretary - Counseling Middle or High School Secretary - Registrar
C150	Unused
C160	Clerk - Department District Level Department Secretary II Financial Secretary - HS or Department High School Secretary - Lead K-8 School Secretary - Lead Middle School Secretary - Lead

Pay Grade	Work Calendar Schedule
C101	187 days, 7.25 hours per day
C120, C130, C140, C160	260 work days, 8 hours per day
C121, C141, C161	218 work days, 8 hours per day
C122, C142, C162	210 work days, 8 hours per day
C123, C133, C143, C163	197 work days, 8 hours per day

When the number of work days differs from 260 the same hourly rate applies, but a different pay grade is utilized. Example: C120 has the same hourly rate as C121, but those on grade C121 have a 218 day work calendar. For further clarification, please contact Human Resources.