

**SECRETARY PAY TABLES 2022-2023**

STEP	ECC SITE RECEPTIONIST ELEMENTARY SITE RECEPTIONIST ATTENDANCE & COUNSELOR SECRETARY			MS ATTENDANCE SECRETARY MS SITE RECEPTIONIST BAFA SITE RECEPTIONIST GENERAL OFFICE SECRETARY 8 HRS			MS COUNSELOR SECRETARY STUDENT SUPPORT OPTIONS GEN OFFICE SECRETARY HS ATTENDANCE ASST PRIN SEC 8 HRS		HS 10 MO COUNSELOR SECRETARY BAFA COUNSELOR / ASST PRIN SEC 8 HRS		STUDENT LIFE & ACTIVITIES SECRETARY 8 HRS		PRINCIPAL SECRETARY 8 HRS		
	HRLY RATE	YRLY RATE 174 DAYS 5 HRS	YRLY RATE 174 DAYS 7 HRS	YRLY RATE 180 DAYS 7 HRS	HRLY RATE	YRLY RATE 176 DAYS	YRLY RATE 185 DAYS	HRLY RATE	YRLY RATE 193 DAYS	HRLY RATE	YRLY RATE 194 DAYS	HRLY RATE	YRLY RATE 193 DAYS	HRLY RATE	YRLY RATE 194 DAYS
0	9.37	8,151.90	11,412.66	11,806.20	9.90	13,939.20	14,652.00	10.08	15,563.52	10.65	16,528.80	12.23	18,883.12	12.23	18,980.96
1	9.50	8,265.00	11,571.00	11,970.00	10.04	14,136.32	14,859.20	10.22	15,779.68	10.80	16,761.60	12.40	19,145.60	12.40	19,244.80
2	9.62	8,369.40	11,717.16	12,121.20	10.17	14,319.36	15,051.60	10.36	15,995.84	10.96	17,009.92	12.58	19,423.52	12.58	19,524.16
3	9.75	8,482.50	11,875.50	12,285.00	10.31	14,516.48	15,258.80	10.50	16,212.00	11.11	17,242.72	12.76	19,701.44	12.76	19,803.52
4	9.88	8,595.60	12,033.84	12,448.80	10.45	14,713.60	15,466.00	10.65	16,443.60	11.27	17,491.04	12.93	19,963.92	12.93	20,067.36
5	10.01	8,708.70	12,192.18	12,612.60	10.60	14,924.80	15,688.00	10.80	16,675.20	11.43	17,739.36	13.12	20,257.28	13.12	20,362.24
6	10.15	8,830.50	12,362.70	12,789.00	10.74	15,121.92	15,895.20	10.95	16,906.80	11.59	17,987.68	13.30	20,535.20	13.30	20,641.60
7	10.29	8,952.30	12,533.22	12,965.40	10.89	15,333.12	16,117.20	11.10	17,138.40	11.76	18,251.52	13.49	20,828.56	13.49	20,936.48
8	10.42	9,065.40	12,691.56	13,129.20	11.04	15,544.32	16,339.20	11.25	17,370.00	11.92	18,499.84	13.68	21,121.92	13.68	21,231.36
9	10.57	9,195.90	12,874.26	13,318.20	11.19	15,755.52	16,561.20	11.41	17,617.04	12.09	18,763.68	13.87	21,415.28	13.87	21,526.24
10	10.71	9,317.70	13,044.78	13,494.60	11.35	15,980.80	16,798.00	11.57	17,864.08	12.26	19,027.52	14.07	21,724.08	14.07	21,836.64
11	10.85	9,439.50	13,215.30	13,671.00	11.50	16,192.00	17,020.00	11.73	18,111.12	12.44	19,306.88	14.27	22,032.88	14.27	22,147.04
12	11.00	9,570.00	13,398.00	13,860.00	11.66	16,417.28	17,256.80	11.89	18,358.16	12.62	19,586.24	14.47	22,341.68	14.47	22,457.44
13	11.15	9,700.50	13,580.70	14,049.00	11.82	16,642.56	17,493.60	12.06	18,620.64	12.80	19,865.60	14.67	22,650.48	14.67	22,767.84
14	11.30	9,831.00	13,763.40	14,238.00	11.99	16,881.92	17,745.20	12.23	18,883.12	12.98	20,144.96	14.88	22,974.72	14.88	23,093.76
15	11.46	9,970.20	13,958.28	14,439.60	12.15	17,107.20	17,982.00	12.40	19,145.60	13.17	20,439.84	15.09	23,298.96	15.09	23,419.68
16	11.61	10,100.70	14,140.98	14,628.60	12.32	17,346.56	18,233.60	12.57	19,408.08	13.35	20,719.20	15.31	23,638.64	15.31	23,761.12
17	11.77	10,239.90	14,335.86	14,830.20	12.50	17,600.00	18,500.00	12.75	19,686.00	13.54	21,014.08	15.53	23,978.32	15.53	24,102.56
18	11.93	10,379.10	14,530.74	15,031.80	12.67	17,839.36	18,751.60	12.93	19,963.92	13.74	21,324.48	15.75	24,318.00	15.75	24,444.00
19	12.10	10,527.00	14,737.80	15,246.00	12.85	18,092.80	19,018.00	13.11	20,241.84	13.94	21,634.88	15.97	24,657.68	15.97	24,785.44
20	12.26	10,666.20	14,932.68	15,447.60	13.03	18,346.24	19,284.40	13.30	20,535.20	14.14	21,945.28	16.20	25,012.80	16.20	25,142.40
21	12.43	10,814.10	15,139.74	15,661.80	13.21	18,599.68	19,550.80	13.48	20,813.12	14.34	22,255.68	16.43	25,367.92	16.43	25,499.36
22	12.60	10,962.00	15,346.80	15,876.00	13.39	18,853.12	19,817.20	13.67	21,106.48	14.54	22,566.08	16.66	25,723.04	16.66	25,856.32
23	12.78	11,118.60	15,566.04	16,102.80	13.58	19,120.64	20,098.40	13.87	21,415.28	14.75	22,892.00	16.90	26,093.60	16.90	26,228.80
24	12.95	11,266.50	15,773.10	16,317.00	13.77	19,388.16	20,379.60	14.06	21,708.64	14.97	23,233.44	17.14	26,464.16	17.14	26,601.28
25	13.13	11,423.10	15,992.34	16,543.80	13.96	19,655.68	20,660.80	14.26	22,017.44	15.18	23,559.36	17.39	26,850.16	17.39	26,989.28
26	13.31	11,579.70	16,211.58	16,770.60	14.16	19,937.28	20,956.80	14.46	22,326.24	15.40	23,900.80	17.64	27,236.16	17.64	27,377.28
27	13.50	11,745.00	16,443.00	17,010.00	14.36	20,218.88	21,252.80	14.67	22,650.48	15.62	24,242.24	17.89	27,622.16	17.89	27,765.28
28	13.68	11,901.60	16,662.24	17,236.80	14.56	20,500.48	21,548.80	14.87	22,959.28	15.85	24,599.20	18.15	28,023.60	18.15	28,168.80
29	13.87	12,066.90	16,893.66	17,476.20	14.77	20,796.16	21,859.60	15.09	23,298.96	16.08	24,956.16	18.41	28,425.04	18.41	28,572.32
30	14.07	12,240.90	17,137.26	17,728.20	14.97	21,077.76	22,155.60	15.30	23,623.20	16.31	25,313.12	18.67	28,826.48	18.67	28,975.84
31	14.26	12,406.20	17,368.68	17,967.60	15.18	21,373.44	22,466.40	15.52	23,962.88	16.54	25,670.08	18.94	29,243.36	18.94	29,394.88
32	14.46	12,580.20	17,612.28	18,219.60	15.40	21,683.20	22,792.00	15.74	24,302.56	16.78	26,042.56	19.21	29,660.24	19.21	29,813.92
33	14.66	12,754.20	17,855.88	18,471.60	15.62	21,992.96	23,117.60	15.96	24,642.24	17.02	26,415.04	19.49	30,092.56	19.49	30,248.48
34	14.87	12,936.90	18,111.66	18,736.20	15.84	22,302.72	23,443.20	16.19	24,997.36	17.27	26,803.04	19.77	30,524.88	19.77	30,683.04
35	15.07	13,110.90	18,355.26	18,988.20	16.06	22,612.48	23,768.80	16.42	25,352.48	17.52	27,191.04	20.05	30,957.20	20.05	31,117.60
36	15.28	13,293.60	18,611.04	19,252.80	16.29	22,936.32	24,109.20	16.65	25,707.60	17.77	27,579.04	20.34	31,404.96	20.34	31,567.68
37	15.50	13,485.00	18,879.00	19,530.00	16.52	23,260.16	24,449.60	16.89	26,078.16	18.03	27,982.56	20.63	31,852.72	20.63	32,017.76
38	15.72	13,676.40	19,146.96	19,807.20	16.75	23,584.00	24,790.00	17.13	26,448.72	18.29	28,386.08	20.93	32,315.92	20.93	32,483.36
39	15.94	13,867.80	19,414.92	20,084.40	16.99	23,921.92	25,145.20	17.38	26,834.72	18.56	28,805.12	21.23	32,779.12	21.23	32,948.96
40	16.16	14,059.20	19,682.88	20,361.60	17.23	24,259.84	25,500.40	17.63	27,220.72	18.83	29,224.16	21.54	33,257.76	21.54	33,430.08
41	16.39	14,259.30	19,963.02	20,651.40	17.48	24,611.84	25,870.40	17.88	27,606.72	19.10	29,643.20	21.85	33,736.40	21.85	33,911.20
42	16.62	14,459.40	20,243.16	20,941.20	17.73	24,963.84	26,240.40	18.13	27,992.72	19.38	30,077.76	22.17	34,230.48	22.17	34,407.84
43	16.85	14,659.50	20,523.30	21,231.00	17.98	25,315.84	26,610.40	18.39	28,394.16	19.66	30,512.32	22.49	34,724.56	22.49	34,904.48
44	17.09	14,868.30	20,815.62	21,533.40	18.24	25,681.92	26,995.20	18.66	28,811.04	19.95	30,962.40	22.81	35,218.64	22.81	35,401.12
45	17.33	15,077.10	21,107.94	21,835.80	18.50	26,048.00	27,380.00	18.93	29,227.92	20.24	31,412.48	23.14	35,728.16	23.14	35,913.28
46	17.57	15,285.90	21,400.26	22,138.20	18.76	26,414.08	27,764.80	19.20	29,644.80	20.53	31,862.56	23.48	36,253.12	23.48	36,440.96
47	17.82	15,503.40	21,704.76	22,453.20	19.03	26,794.24	28,164.40	19.47	30,061.68	20.83	32,328.16	23.82	36,778.08	23.82	36,968.64
48	18.07	15,720.90	22,009.26	22,768.20	19.30	27,174.40	28,564.00	19.75	30,494.00	21.13	32,793.76	24.16	37,303.04	24.16	37,496.32
49	18.33	15,947.10	22,325.94	23,095.80	19.58	27,568.64	28,978.40	20.04	30,941.76	21.44	33,274.88	24.51	37,843.44	24.51	38,039.52
50	18.59	16,173.30	22,642.62	23,423.40	19.86	27,962.88	29,392.80	20.33	31,389.52	21.75	33,756.00	24.87	38,399.28	24.87	38,598.24

\*SEMI-MONTHLY ESTIMATED GROSS PAY: YEARLY RATE DIVIDED BY 24 PAY DATES

\*YEARLY RATE = DAYS IN CONTRACT x HOURLY RATE x HOURS

\*YEARLY RATE WILL BE PRO-RATED BASED UPON ACTUAL DAYS WORKED

\*NEW EMPLOYEES - PAY RATE WILL NOT EXCEED STEP 15

**CENTRAL OFFICE STAFF & 12 MONTH SECRETARY/CLERK PAY SCALE 2022-2023**

**260 DAYS / 8 HRS**

STEP	HS/VG/OA GEN OFFICE HS RECEPTIONIST STUDENT SUPPORT ASST PRIN SEC ASST REGISTRAR		COUNSELOR SECRETARY HS FINE ARTS SEC ESC RECEPT HR RECEPT REGISTRAR ENROLLMENT CLERK		SPECIAL SERVICES SECRETARY		FINANCIAL SEC I INDIAN ED SEC TIGER THREADS CLERK		HR ASSISTANT COM/12 MO RECEPTIONIST FINANCIAL SEC II		PRINCIPAL SEC DIRECTORS SEC DATA PROCESSING SEC ACTIVITY FUND CLERK AP CLERK I STAFF OPS ASST EL PARENT LIASON		AP CLERK II FINANCE ASST HR ASSOCIATE		ENROLLMENT REGISTRAR FEDERAL PROGRAMS ASST INDIAN ED CLERK	
	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE	HRLY RATE	YRLY RATE
0	10.08	20,966.40	10.65	22,152.00	11.01	22,900.80	11.32	23,545.60	11.68	24,294.40	12.23	25,438.40	13.07	27,185.60	14.31	29,764.80
1	10.22	21,257.60	10.80	22,464.00	11.17	23,233.60	11.48	23,878.40	11.85	24,648.00	12.40	25,792.00	13.26	27,580.80	14.51	30,180.80
2	10.36	21,548.80	10.96	22,796.80	11.33	23,566.40	11.65	24,232.00	12.02	25,001.60	12.58	26,166.40	13.45	27,976.00	14.72	30,617.60
3	10.50	21,840.00	11.11	23,108.80	11.49	23,899.20	11.81	24,564.80	12.19	25,355.20	12.76	26,540.80	13.64	28,371.20	14.93	31,054.40
4	10.65	22,152.00	11.27	23,441.60	11.65	24,232.00	11.98	24,918.40	12.36	25,708.80	12.93	26,894.40	13.84	28,787.20	15.15	31,512.00
5	10.80	22,464.00	11.43	23,774.40	11.82	24,585.60	12.15	25,272.00	12.54	26,083.20	13.12	27,289.60	14.04	29,203.20	15.37	31,969.60
6	10.95	22,776.00	11.59	24,107.20	11.99	24,939.20	12.32	25,625.60	12.72	26,457.60	13.30	27,664.00	14.24	29,619.20	15.59	32,427.20
7	11.10	23,088.00	11.76	24,460.80	12.16	25,292.80	12.50	26,000.00	12.90	26,832.00	13.49	28,059.20	14.44	30,035.20	15.81	32,884.80
8	11.25	23,400.00	11.92	24,793.60	12.33	25,646.40	12.68	26,374.40	13.08	27,206.40	13.68	28,454.40	14.65	30,472.00	16.04	33,363.20
9	11.41	23,732.80	12.09	25,147.20	12.50	26,000.00	12.86	26,748.80	13.27	27,601.60	13.87	28,849.60	14.86	30,908.80	16.27	33,841.60
10	11.57	24,065.60	12.26	25,500.80	12.68	26,374.40	13.04	27,123.20	13.46	27,996.80	14.07	29,265.60	15.07	31,345.60	16.51	34,340.80
11	11.73	24,398.40	12.44	25,875.20	12.86	26,748.80	13.23	27,518.40	13.65	28,392.00	14.27	29,681.60	15.29	31,803.20	16.75	34,840.00
12	11.89	24,731.20	12.62	26,249.60	13.05	27,144.00	13.42	27,913.60	13.85	28,808.00	14.47	30,097.60	15.51	32,260.80	16.99	35,339.20
13	12.06	25,084.80	12.80	26,624.00	13.23	27,518.40	13.61	28,308.80	14.05	29,224.00	14.67	30,513.60	15.73	32,718.40	17.23	35,838.40
14	12.23	25,438.40	12.98	26,998.40	13.42	27,913.60	13.80	28,704.00	14.25	29,640.00	14.88	30,950.40	15.96	33,196.80	17.48	36,358.40
15	12.40	25,792.00	13.17	27,393.60	13.62	28,329.60	14.00	29,120.00	14.45	30,056.00	15.09	31,387.20	16.19	33,675.20	17.74	36,899.20
16	12.57	26,145.60	13.35	27,768.00	13.81	28,724.80	14.20	29,536.00	14.66	30,492.80	15.31	31,844.80	16.43	34,174.40	17.99	37,419.20
17	12.75	26,520.00	13.54	28,163.20	14.01	29,140.80	14.41	29,972.80	14.87	30,929.60	15.53	32,302.40	16.66	34,652.80	18.25	37,960.00
18	12.93	26,894.40	13.74	28,579.20	14.21	29,556.80	14.61	30,388.80	15.09	31,387.20	15.75	32,760.00	16.90	35,152.00	18.52	38,521.60
19	13.11	27,268.80	13.94	28,995.20	14.41	29,972.80	14.82	30,825.60	15.30	31,824.00	15.97	33,217.60	17.15	35,672.00	18.79	39,083.20
20	13.30	27,664.00	14.14	29,411.20	14.62	30,409.60	15.04	31,283.20	15.52	32,281.60	16.20	33,696.00	17.40	36,192.00	19.06	39,644.80
21	13.48	28,038.40	14.34	29,827.20	14.83	30,846.40	15.25	31,720.00	15.75	32,760.00	16.43	34,174.40	17.65	36,712.00	19.34	40,227.20
22	13.67	28,433.60	14.54	30,243.20	15.04	31,283.20	15.47	32,177.60	15.97	33,217.60	16.66	34,652.80	17.90	37,232.00	19.62	40,809.60
23	13.87	28,849.60	14.75	30,680.00	15.26	31,740.80	15.70	32,656.00	16.20	33,696.00	16.90	35,152.00	18.16	37,772.80	19.90	41,392.00
24	14.06	29,244.80	14.97	31,137.60	15.48	32,198.40	15.92	33,113.60	16.44	34,195.20	17.14	35,651.20	18.43	38,334.40	20.19	41,995.20
25	14.26	29,660.80	15.18	31,574.40	15.70	32,656.00	16.15	33,592.00	16.68	34,694.40	17.39	36,171.20	18.69	38,875.20	20.49	42,619.20
26	14.46	30,076.80	15.40	32,032.00	15.93	33,134.40	16.39	34,091.20	16.92	35,193.60	17.64	36,691.20	18.96	39,436.80	20.78	43,224.00
27	14.67	30,513.60	15.62	32,489.60	16.16	33,612.80	16.62	34,569.60	17.16	35,692.80	17.89	37,211.20	19.24	40,019.20	21.09	43,867.20
28	14.87	30,929.60	15.85	32,968.00	16.39	34,091.20	16.86	35,068.80	17.41	36,212.80	18.15	37,752.00	19.52	40,601.60	21.39	44,491.20
29	15.09	31,387.20	16.08	33,446.40	16.63	34,590.40	17.11	35,588.80	17.66	36,732.80	18.41	38,292.80	19.80	41,184.00	21.71	45,156.80
30	15.30	31,824.00	16.31	33,924.80	16.87	35,089.60	17.35	36,088.00	17.92	37,273.60	18.67	38,833.60	20.09	41,787.20	22.02	45,801.60
31	15.52	32,281.60	16.54	34,403.20	17.11	35,588.80	17.60	36,608.00	18.18	37,814.40	18.94	39,395.20	20.38	42,390.40	22.34	46,467.20
32	15.74	32,739.20	16.78	34,902.40	17.36	36,108.80	17.86	37,148.80	18.44	38,355.20	19.21	39,956.80	20.68	43,014.40	22.67	47,153.60
33	15.96	33,196.80	17.02	35,401.60	17.61	36,628.80	18.12	37,689.60	18.71	38,916.80	19.49	40,539.20	20.98	43,638.40	23.00	47,840.00
34	16.19	33,675.20	17.27	35,921.60	17.87	37,169.60	18.38	38,230.40	18.98	39,478.40	19.77	41,121.60	21.29	44,283.20	23.34	48,547.20
35	16.42	34,153.60	17.52	36,441.60	18.13	37,710.40	18.65	38,792.00	19.25	40,040.00	20.05	41,704.00	21.60	44,928.00	23.68	49,254.40
36	16.65	34,632.00	17.77	36,961.60	18.39	38,251.20	18.92	39,353.60	19.53	40,622.40	20.34	42,307.20	21.91	45,572.80	24.02	49,961.60
37	16.89	35,131.20	18.03	37,502.40	18.66	38,812.80	19.19	39,915.20	19.82	41,225.60	20.63	42,910.40	22.23	46,238.40	24.37	50,689.60
38	17.13	35,630.40	18.29	38,043.20	18.93	39,374.40	19.47	40,497.60	20.11	41,828.80	20.93	43,534.40	22.55	46,904.00	24.73	51,438.40
39	17.38	36,150.40	18.56	38,604.80	19.20	39,936.00	19.75	41,080.00	20.40	42,432.00	21.23	44,158.40	22.88	47,590.40	25.09	52,187.20
40	17.63	36,670.40	18.83	39,166.40	19.48	40,518.40	20.04	41,683.20	20.70	43,056.00	21.54	44,803.20	23.22	48,297.60	25.46	52,956.80
41	17.88	37,190.40	19.10	39,728.00	19.76	41,100.80	20.33	42,286.40	21.00	43,680.00	21.85	45,448.00	23.56	49,004.80	25.83	53,726.40
42	18.13	37,710.40	19.38	40,310.40	20.05	41,704.00	20.63	42,910.40	21.30	44,304.00	22.17	46,113.60	23.90	49,712.00	26.21	54,516.80
43	18.39	38,251.20	19.66	40,892.80	20.34	42,307.20	20.93	43,534.40	21.61	44,948.80	22.49	46,779.20	24.25	50,440.00	26.60	55,328.00
44	18.66	38,812.80	19.95	41,496.00	20.64	42,931.20	21.23	44,158.40	21.93	45,614.40	22.81	47,444.80	24.61	51,188.80	26.99	56,139.20
45	18.93	39,374.40	20.24	42,099.20	20.94	43,555.20	21.54	44,803.20	22.25	46,280.00	23.14	48,131.20	24.97	51,937.60	27.38	56,950.40
46	19.20	39,936.00	20.53	42,702.40	21.24	44,179.20	21.86	45,468.80	22.57	46,945.60	23.48	48,838.40	25.33	52,686.40	27.78	57,782.40
47	19.47	40,497.60	20.83	43,326.40	21.55	44,824.00	22.18	46,134.40	22.90	47,632.00	23.82	49,545.60	25.70	53,456.00	28.19	58,635.20
48	19.75	41,080.00	21.13	43,950.40	21.87	45,489.60	22.50	46,800.00	23.24	48,339.20	24.16	50,252.80	26.08	54,246.40	28.60	59,488.00
49	20.04	41,683.20	21.44	44,595.20	22.19	46,155.20	22.83	47,486.40	23.58	49,046.40	24.51	50,980.80	26.46	55,036.80	29.02	60,361.60
50	20.33	42,286.40	21.75	45,240.00	22.51	46,820.80	23.16	48,172.80	23.92	49,753.60	24.87	51,729.60	26.85	55,848.00	29.45	61,256.00

\*SEMI-MONTHLY ESTIMATED GROSS PAY: YEARLY RATE DIVIDED BY 24 PAY DATES

\*YEARLY RATE = DAYS IN CONTRACT x HOURLY RATE x HOURS

\*YEARLY RATE WILL BE PRO-RATED BASED UPON ACTUAL DAYS WORKED

\*NEW EMPLOYEES - PAY RATE WILL NOT EXCEED STEP 15