

SECRETARY PAY TABLES 2023-2024

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 HS RECEPTIONIST 8 HRS		HS 10 MO COUNSELOR SECRETARY BAFA COUNSELOR / ASST PRIN SECRETARY PSYCHOLOGIST SECRETARY 8 HRS			STUDENT LIFE & ACTIVITIES SECRETARY 8 HRS		PRINCIPAL SECRETARY 8 HRS	
	HRLY RATE	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 187 DAYS	YRLY RATE 194 DAYS	HRLY RATE	YRLY RATE 193 DAYS	HRLY RATE	YRLY RATE 194 DAYS
0	11.37	13,848.66	14,326.20	11.90	16,755.20	17,612.00	12.08	18,651.52	12.65	18,924.40	19,632.80	14.23	21,971.12	14.23	22,084.96
1	11.50	14,007.00	14,490.00	12.04	16,952.32	17,819.20	12.22	18,867.68	12.80	19,148.80	19,865.60	14.40	22,233.60	14.40	22,348.80
2	11.62	14,153.16	14,641.20	12.17	17,135.36	18,011.60	12.36	19,083.84	12.96	19,388.16	20,113.92	14.58	22,511.52	14.58	22,628.16
3	11.75	14,311.50	14,805.00	12.31	17,332.48	18,218.80	12.50	19,300.00	13.11	19,612.56	20,346.72	14.76	22,789.44	14.76	22,907.52
4	11.88	14,469.84	14,968.80	12.45	17,529.60	18,426.00	12.65	19,531.60	13.27	19,851.92	20,595.04	14.93	23,051.92	14.93	23,171.36
5	12.01	14,628.18	15,132.60	12.60	17,740.80	18,648.00	12.80	19,763.20	13.43	20,091.28	20,843.36	15.12	23,345.28	15.12	23,466.24
6	12.15	14,798.70	15,309.00	12.74	17,937.92	18,855.20	12.95	19,994.80	13.59	20,330.64	21,091.68	15.30	23,623.20	15.30	23,745.60
7	12.29	14,969.22	15,485.40	12.89	18,149.12	19,077.20	13.10	20,226.40	13.76	20,584.96	21,355.52	15.49	23,916.56	15.49	24,040.48
8	12.42	15,127.56	15,649.20	13.04	18,360.32	19,299.20	13.25	20,458.00	13.92	20,824.32	21,603.84	15.68	24,209.92	15.68	24,335.36
9	12.57	15,310.26	15,838.20	13.19	18,571.52	19,521.20	13.41	20,705.04	14.09	21,078.64	21,867.68	15.87	24,503.28	15.87	24,630.24
10	12.71	15,480.78	16,014.60	13.35	18,796.80	19,758.00	13.57	20,952.08	14.26	21,332.96	22,131.52	16.07	24,812.08	16.07	24,940.64
11	12.85	15,651.30	16,191.00	13.50	19,008.00	19,980.00	13.73	21,199.12	14.44	21,602.24	22,410.88	16.27	25,120.88	16.27	25,251.04
12	13.00	15,834.00	16,380.00	13.66	19,233.28	20,216.80	13.89	21,446.16	14.62	21,871.52	22,690.24	16.47	25,429.68	16.47	25,561.44
13	13.15	16,016.70	16,569.00	13.82	19,458.56	20,453.60	14.06	21,708.64	14.80	22,140.80	22,969.60	16.67	25,738.48	16.67	25,871.84
14	13.30	16,199.40	16,758.00	13.99	19,697.92	20,705.20	14.23	21,971.12	14.98	22,410.08	23,248.96	16.88	26,062.72	16.88	26,197.76
15	13.46	16,394.28	16,959.60	14.15	19,923.20	20,942.00	14.40	22,233.60	15.17	22,694.32	23,543.84	17.09	26,386.96	17.09	26,523.68
16	13.61	16,576.98	17,148.60	14.32	20,162.56	21,193.60	14.57	22,496.08	15.35	22,963.60	23,823.20	17.31	26,726.64	17.31	26,865.12
17	13.77	16,771.86	17,350.20	14.50	20,416.00	21,460.00	14.75	22,774.00	15.54	23,247.84	24,118.08	17.53	27,066.32	17.53	27,206.56
18	13.93	16,966.74	17,551.80	14.67	20,655.36	21,711.60	14.93	23,051.92	15.74	23,547.04	24,428.48	17.75	27,406.00	17.75	27,548.00
19	14.10	17,173.80	17,766.00	14.85	20,908.80	21,978.00	15.11	23,329.84	15.94	23,846.24	24,738.88	17.97	27,745.68	17.97	27,889.44
20	14.26	17,368.68	17,967.60	15.03	21,162.24	22,244.40	15.30	23,623.20	16.14	24,145.44	25,049.28	18.20	28,100.80	18.20	28,246.40
21	14.43	17,575.74	18,181.80	15.21	21,415.68	22,510.80	15.48	23,901.12	16.34	24,444.64	25,359.68	18.43	28,455.92	18.43	28,603.36
22	14.60	17,782.80	18,396.00	15.39	21,669.12	22,777.20	15.67	24,194.48	16.54	24,743.84	25,670.08	18.66	28,811.04	18.66	28,960.32
23	14.78	18,002.04	18,622.80	15.58	21,936.64	23,058.40	15.87	24,503.28	16.75	25,058.00	25,996.00	18.90	29,181.60	18.90	29,332.80
24	14.95	18,209.10	18,837.00	15.77	22,204.16	23,339.60	16.06	24,796.64	16.97	25,387.12	26,337.44	19.14	29,552.16	19.14	29,705.28
25	15.13	18,428.34	19,063.80	15.96	22,471.68	23,620.80	16.26	25,105.44	17.18	25,701.28	26,663.36	19.39	29,938.16	19.39	30,093.28
26	15.31	18,647.58	19,290.60	16.16	22,753.28	23,916.80	16.46	25,414.24	17.40	26,030.40	27,004.80	19.64	30,324.16	19.64	30,481.28
27	15.50	18,879.00	19,530.00	16.36	23,034.88	24,212.80	16.67	25,738.48	17.62	26,359.52	27,346.24	19.89	30,710.16	19.89	30,869.28
28	15.68	19,098.24	19,756.80	16.56	23,316.48	24,508.80	16.87	26,047.28	17.85	26,703.60	27,703.20	20.15	31,111.60	20.15	31,272.80
29	15.87	19,329.66	19,996.20	16.77	23,612.16	24,819.60	17.09	26,386.96	18.08	27,047.68	28,060.16	20.41	31,513.04	20.41	31,676.32
30	16.07	19,573.26	20,248.20	16.97	23,893.76	25,115.60	17.30	26,711.20	18.31	27,391.76	28,417.12	20.67	31,914.48	20.67	32,079.84
31	16.26	19,804.68	20,487.60	17.18	24,189.44	25,426.40	17.52	27,050.88	18.54	27,735.84	28,774.08	20.94	32,331.36	20.94	32,498.88
32	16.46	20,048.28	20,739.60	17.40	24,499.20	25,752.00	17.74	27,390.56	18.78	28,094.88	29,146.56	21.21	32,748.24	21.21	32,917.92
33	16.66	20,291.88	20,991.60	17.62	24,808.96	26,077.60	17.96	27,730.24	19.02	28,453.92	29,519.04	21.49	33,180.56	21.49	33,352.48
34	16.87	20,547.66	21,256.20	17.84	25,118.72	26,403.20	18.19	28,085.36	19.27	28,827.92	29,907.04	21.77	33,612.88	21.77	33,787.04
35	17.07	20,791.26	21,508.20	18.06	25,428.48	26,728.80	18.42	28,440.48	19.52	29,201.92	30,295.04	22.05	34,045.20	22.05	34,221.60
36	17.28	21,047.04	21,772.80	18.29	25,752.32	27,069.20	18.65	28,795.60	19.77	29,575.92	30,683.04	22.34	34,492.96	22.34	34,671.68
37	17.50	21,315.00	22,050.00	18.52	26,076.16	27,409.60	18.89	29,166.16	20.03	29,964.88	31,086.56	22.63	34,940.72	22.63	35,121.76
38	17.72	21,582.96	22,327.20	18.75	26,400.00	27,750.00	19.13	29,536.72	20.29	30,353.84	31,490.08	22.93	35,403.92	22.93	35,587.36
39	17.94	21,850.92	22,604.40	18.99	26,737.92	28,105.20	19.38	29,922.72	20.56	30,757.76	31,909.12	23.23	35,867.12	23.23	36,052.96
40	18.16	22,118.88	22,881.60	19.23	27,075.84	28,460.40	19.63	30,308.72	20.83	31,161.68	32,328.16	23.54	36,345.76	23.54	36,534.08
41	18.39	22,399.02	23,171.40	19.48	27,427.84	28,830.40	19.88	30,694.72	21.10	31,565.60	32,747.20	23.85	36,824.40	23.85	37,015.20
42	18.62	22,679.16	23,461.20	19.73	27,779.84	29,200.40	20.13	31,080.72	21.38	31,984.48	33,181.76	24.17	37,318.48	24.17	37,511.84
43	18.85	22,959.30	23,751.00	19.98	28,131.84	29,570.40	20.39	31,482.16	21.66	32,403.36	33,616.32	24.49	37,812.56	24.49	38,008.48
44	19.09	23,251.62	24,053.40	20.24	28,497.92	29,955.20	20.66	31,899.04	21.95	32,837.20	34,066.40	24.81	38,306.64	24.81	38,505.12
45	19.33	23,543.94	24,355.80	20.50	28,864.00	30,340.00	20.93	32,315.92	22.24	33,271.04	34,516.48	25.14	38,816.16	25.14	39,017.28
46	19.57	23,836.26	24,658.20	20.76	29,230.08	30,724.80	21.20	32,732.80	22.53	33,704.88	34,966.56	25.48	39,341.12	25.48	39,544.96
47	19.82	24,140.76	24,973.20	21.03	29,610.24	31,124.40	21.47	33,149.68	22.83	34,153.68	35,432.16	25.82	39,866.08	25.82	40,072.64
48	20.07	24,445.26	25,288.20	21.30	29,990.40	31,524.00	21.75	33,582.00	23.13	34,602.48	35,897.76	26.16	40,391.04	26.16	40,600.32
49	20.33	24,761.94	25,615.80	21.58	30,384.64	31,938.40	22.04	34,029.76	23.44	35,066.24	36,378.88	26.51	40,931.44	26.51	41,143.52
50	20.59	25,078.62	25,943.40	21.86	30,778.88	32,352.80	22.33	34,477.52	23.75	35,530.00	36,860.00	26.87	41,487.28	26.87	41,702.24

*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 2023-2024

260 DAYS / 8 HRS

STEP	HS/VG/OA GEN OFFICE STUDENT SUPPORT ASST PRIN SEC ASST REGISTRAR		COUNSELOR SECRETARY HS FINE ARTS SEC ESC RECEIPT REGISTRAR ENROLLMENT CLERK		FINANCIAL SEC I SPECIAL SERVICES SEC TIGER THREADS CLERK		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
0	12.08	25,126.40	12.65	26,312.00	13.32	27,705.60	14.23	29,598.40	15.07	31,345.60	16.31	33,924.80
1	12.22	25,417.60	12.80	26,624.00	13.48	28,038.40	14.40	29,952.00	15.26	31,740.80	16.51	34,340.80
2	12.36	25,708.80	12.96	26,956.80	13.65	28,392.00	14.58	30,326.40	15.45	32,136.00	16.72	34,777.60
3	12.50	26,000.00	13.11	27,268.80	13.81	28,724.80	14.76	30,700.80	15.64	32,531.20	16.93	35,214.40
4	12.65	26,312.00	13.27	27,601.60	13.98	29,078.40	14.93	31,054.40	15.84	32,947.20	17.15	35,672.00
5	12.80	26,624.00	13.43	27,934.40	14.15	29,432.00	15.12	31,449.60	16.04	33,363.20	17.37	36,129.60
6	12.95	26,936.00	13.59	28,267.20	14.32	29,785.60	15.30	31,824.00	16.24	33,779.20	17.59	36,587.20
7	13.10	27,248.00	13.76	28,620.80	14.50	30,160.00	15.49	32,219.20	16.44	34,195.20	17.81	37,044.80
8	13.25	27,560.00	13.92	28,953.60	14.68	30,534.40	15.68	32,614.40	16.65	34,632.00	18.04	37,523.20
9	13.41	27,892.80	14.09	29,307.20	14.86	30,908.80	15.87	33,009.60	16.86	35,068.80	18.27	38,001.60
10	13.57	28,225.60	14.26	29,660.80	15.04	31,283.20	16.07	33,425.60	17.07	35,505.60	18.51	38,500.80
11	13.73	28,558.40	14.44	30,035.20	15.23	31,678.40	16.27	33,841.60	17.29	35,963.20	18.75	39,000.00
12	13.89	28,891.20	14.62	30,409.60	15.42	32,073.60	16.47	34,257.60	17.51	36,420.80	18.99	39,499.20
13	14.06	29,244.80	14.80	30,784.00	15.61	32,468.80	16.67	34,673.60	17.73	36,878.40	19.23	39,998.40
14	14.23	29,598.40	14.98	31,158.40	15.80	32,864.00	16.88	35,110.40	17.96	37,356.80	19.48	40,518.40
15	14.40	29,952.00	15.17	31,553.60	16.00	33,280.00	17.09	35,547.20	18.19	37,835.20	19.74	41,059.20
16	14.57	30,305.60	15.35	31,928.00	16.20	33,696.00	17.31	36,004.80	18.43	38,334.40	19.99	41,579.20
17	14.75	30,680.00	15.54	32,323.20	16.41	34,132.80	17.53	36,462.40	18.66	38,812.80	20.25	42,120.00
18	14.93	31,054.40	15.74	32,739.20	16.61	34,548.80	17.75	36,920.00	18.90	39,312.00	20.52	42,681.60
19	15.11	31,428.80	15.94	33,155.20	16.82	34,985.60	17.97	37,377.60	19.15	39,832.00	20.79	43,243.20
20	15.30	31,824.00	16.14	33,571.20	17.04	35,443.20	18.20	37,856.00	19.40	40,352.00	21.06	43,804.80
21	15.48	32,198.40	16.34	33,987.20	17.25	35,880.00	18.43	38,334.40	19.65	40,872.00	21.34	44,387.20
22	15.67	32,593.60	16.54	34,403.20	17.47	36,337.60	18.66	38,812.80	19.90	41,392.00	21.62	44,969.60
23	15.87	33,009.60	16.75	34,840.00	17.70	36,816.00	18.90	39,312.00	20.16	41,932.80	21.90	45,552.00
24	16.06	33,404.80	16.97	35,297.60	17.92	37,273.60	19.14	39,811.20	20.43	42,494.40	22.19	46,155.20
25	16.26	33,820.80	17.18	35,734.40	18.15	37,752.00	19.39	40,331.20	20.69	43,035.20	22.49	46,779.20
26	16.46	34,236.80	17.40	36,192.00	18.39	38,251.20	19.64	40,851.20	20.96	43,596.80	22.78	47,382.40
27	16.67	34,673.60	17.62	36,649.60	18.62	38,729.60	19.89	41,371.20	21.24	44,179.20	23.09	48,027.20
28	16.87	35,089.60	17.85	37,128.00	18.86	39,228.80	20.15	41,912.00	21.52	44,761.60	23.39	48,651.20
29	17.09	35,547.20	18.08	37,606.40	19.11	39,748.80	20.41	42,452.80	21.80	45,344.00	23.71	49,316.80
30	17.30	35,984.00	18.31	38,084.80	19.35	40,248.00	20.67	42,993.60	22.09	45,947.20	24.02	49,961.60
31	17.52	36,441.60	18.54	38,563.20	19.60	40,768.00	20.94	43,555.20	22.38	46,550.40	24.34	50,627.20
32	17.74	36,899.20	18.78	39,062.40	19.86	41,308.80	21.21	44,116.80	22.68	47,174.40	24.67	51,313.60
33	17.96	37,356.80	19.02	39,561.60	20.12	41,849.60	21.49	44,699.20	22.98	47,798.40	25.00	52,000.00
34	18.19	37,835.20	19.27	40,081.60	20.38	42,390.40	21.77	45,281.60	23.29	48,443.20	25.34	52,707.20
35	18.42	38,313.60	19.52	40,601.60	20.65	42,952.00	22.05	45,864.00	23.60	49,088.00	25.68	53,414.40
36	18.65	38,792.00	19.77	41,121.60	20.92	43,513.60	22.34	46,467.20	23.91	49,732.80	26.02	54,121.60
37	18.89	39,291.20	20.03	41,662.40	21.19	44,075.20	22.63	47,070.40	24.23	50,398.40	26.37	54,849.60
38	19.13	39,790.40	20.29	42,203.20	21.47	44,657.60	22.93	47,694.40	24.55	51,064.00	26.73	55,598.40
39	19.38	40,310.40	20.56	42,764.80	21.75	45,240.00	23.23	48,318.40	24.88	51,750.40	27.09	56,347.20
40	19.63	40,830.40	20.83	43,326.40	22.04	45,843.20	23.54	48,963.20	25.22	52,457.60	27.46	57,116.80
41	19.88	41,350.40	21.10	43,888.00	22.33	46,446.40	23.85	49,608.00	25.56	53,164.80	27.83	57,886.40
42	20.13	41,870.40	21.38	44,470.40	22.63	47,070.40	24.17	50,273.60	25.90	53,872.00	28.21	58,676.80
43	20.39	42,411.20	21.66	45,052.80	22.93	47,694.40	24.49	50,939.20	26.25	54,600.00	28.60	59,488.00
44	20.66	42,972.80	21.95	45,656.00	23.23	48,318.40	24.81	51,604.80	26.61	55,348.80	28.99	60,299.20
45	20.93	43,534.40	22.24	46,259.20	23.54	48,963.20	25.14	52,291.20	26.97	56,097.60	29.38	61,110.40
46	21.20	44,096.00	22.53	46,862.40	23.86	49,628.80	25.48	52,998.40	27.33	56,846.40	29.78	61,942.40
47	21.47	44,657.60	22.83	47,486.40	24.18	50,294.40	25.82	53,705.60	27.70	57,616.00	30.19	62,795.20
48	21.75	45,240.00	23.13	48,110.40	24.50	50,960.00	26.16	54,412.80	28.08	58,406.40	30.60	63,648.00
49	22.04	45,843.20	23.44	48,755.20	24.83	51,646.40	26.51	55,140.80	28.46	59,196.80	31.02	64,521.60
50	22.33	46,446.40	23.75	49,400.00	25.16	52,332.80	26.87	55,889.60	28.85	60,008.00	31.45	65,416.00

*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

7/24/2023