

**Descriptor Term:  
SECRETARIAL/BOOKKEEPING/  
PART-TIME OFFICE ASSISTANT**

**GGBH  
ISSUE DATE: 07-24-2008  
REVISED: 10-16-2017  
04-16-2018  
09-17-2018**

**The salary scale for Secretarial staff shall be as follows:**

**Hourly Rates**

| <b>Years Exp</b> | <b>FT/PT Office Asst./ Registrar</b> | <b>Secretary A/ Edu. Tech</b> | <b>Secretary B</b> | <b>Superintendent's/ Board Secretary</b> |
|------------------|--------------------------------------|-------------------------------|--------------------|--|
| 0                | \$9.68                               | \$11.18                       | \$10.80            | \$12.56                                  |
| 1                | \$9.96                               | \$11.44                       | \$11.07            | \$12.83                                  |
| 2                | \$10.22                              | \$11.72                       | \$11.34            | \$13.11                                  |
| 3                | \$10.50                              | \$11.99                       | \$11.60            | \$13.38                                  |
| 4                | \$10.75                              | \$12.28                       | \$11.88            | \$13.67                                  |
| 5                | \$11.03                              | \$12.56                       | \$12.14            | \$13.95                                  |
| 6                | \$11.28                              | \$12.82                       | \$12.40            | \$14.22                                  |
| 7                | \$11.56                              | \$13.10                       | \$12.67            | \$14.50                                  |
| 8                | \$11.81                              | \$13.37                       | \$12.94            | \$14.77                                  |
| 9                | \$12.09                              | \$13.65                       | \$13.19            | \$15.05                                  |
| 10               | \$12.36                              | \$13.94                       | \$13.47            | \$15.33                                  |
| 11               | \$12.63                              | \$14.20                       | \$13.73            | \$15.59                                  |
| 12               | \$12.90                              | \$14.48                       | \$14.00            | \$15.87                                  |
| 13               | \$13.16                              | \$14.76                       | \$14.27            | \$16.14                                  |
| 14               | \$13.42                              | \$15.03                       | \$14.53            | \$16.42                                  |
| 15               | \$13.70                              | \$15.31                       | \$14.80            | \$16.70                                  |
| 16               | \$13.96                              | \$15.59                       | \$15.07            | \$16.96                                  |
| 17               | \$14.22                              | \$15.86                       | \$15.34            | \$17.25                                  |
| 18               | \$14.49                              | \$16.14                       | \$15.60            | \$17.53                                  |
| 19               | \$14.75                              | \$16.41                       | \$15.86            | \$17.80                                  |
| 20               | \$15.02                              | \$16.69                       | \$16.13            | \$18.08                                  |
| 21               | \$15.29                              | \$16.96                       | \$16.40            | \$18.34                                  |
| 22               | \$15.55                              | \$17.23                       | \$16.66            | \$18.62                                  |
| 23               | \$15.82                              | \$17.51                       | \$16.93            | \$18.90                                  |
| 24               | \$16.09                              | \$17.79                       | \$17.20            | \$19.11                                  |
| 25               | \$16.36                              | \$18.07                       | \$17.46            | \$19.46                                  |
| 26               | \$16.62                              | \$18.33                       | \$17.73            | \$19.73                                  |
| 27               | \$16.89                              | \$18.61                       | \$17.99            | \$20.00                                  |
| 28               | \$17.16                              | \$18.88                       | \$18.26            | \$20.28                                  |
| 29               | \$17.43                              | \$19.15                       | \$18.53            | \$20.55                                  |
| 30               | \$17.70                              | \$19.42                       | \$18.80            | \$20.84                                  |
| 31               | \$17.96                              | \$19.68                       | \$19.07            | \$21.10                                  |
| 32               | \$18.23                              | \$19.95                       | \$19.33            | \$21.39                                  |
| 33               | \$18.50                              | \$20.23                       | \$19.60            | \$21.66                                  |
| 34               | \$18.77                              | \$20.49                       | \$19.87            | \$21.95                                  |
| 35               | \$19.03                              | \$20.76                       | \$20.14            | \$22.22                                  |

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**The salary scale for Bookkeeper staff shall be as follows:**

**Hourly Rates**

| <b>Years Exp</b> | <b>Bookkeeper A</b> | <b>Bookkeeper B</b> | <b>District Bookkeeper</b> |
|------------------|---------------------|---------------------|----------------------------|
| 0                | \$11.36             | \$10.97             | \$11.71                    |
| 1                | \$11.63             | \$11.24             | \$11.99                    |
| 2                | \$11.91             | \$11.51             | \$12.27                    |
| 3                | \$12.18             | \$11.77             | \$12.55                    |
| 4                | \$12.45             | \$12.03             | \$12.81                    |
| 5                | \$12.73             | \$12.31             | \$13.09                    |
| 6                | \$13.01             | \$12.58             | \$13.37                    |
| 7                | \$13.28             | \$12.83             | \$13.64                    |
| 8                | \$13.55             | \$13.10             | \$13.94                    |
| 9                | \$13.83             | \$13.37             | \$14.19                    |
| 10               | \$14.10             | \$13.64             | \$14.48                    |
| 11               | \$14.38             | \$13.90             | \$14.76                    |
| 12               | \$14.66             | \$14.17             | \$15.03                    |
| 13               | \$14.93             | \$14.44             | \$15.31                    |
| 14               | \$15.21             | \$14.71             | \$15.57                    |
| 15               | \$15.48             | \$14.97             | \$15.85                    |
| 16               | \$15.76             | \$15.23             | \$16.13                    |
| 17               | \$16.04             | \$15.50             | \$16.40                    |
| 18               | \$16.32             | \$15.77             | \$16.68                    |
| 19               | \$16.62             | \$16.05             | \$16.95                    |
| 20               | \$16.86             | \$16.29             | \$17.22                    |
| 21               | \$17.15             | \$16.57             | \$17.51                    |
| 22               | \$17.42             | \$16.83             | \$17.79                    |
| 23               | \$17.70             | \$17.11             | \$18.06                    |
| 24               | \$17.97             | \$17.37             | \$18.33                    |
| 25               | \$18.24             | \$17.64             | \$18.60                    |
| 26               | \$18.52             | \$17.90             | \$18.88                    |
| 27               | \$18.80             | \$18.18             | \$19.16                    |
| 28               | \$19.08             | \$18.44             | \$19.44                    |
| 29               | \$19.34             | \$18.72             | \$19.72                    |
| 30               | \$19.61             | \$18.97             | \$19.99                    |
| 31               | \$19.88             | \$19.25             | \$20.28                    |
| 32               | \$20.15             | \$19.51             | \$20.55                    |
| 33               | \$20.41             | \$19.79             | \$20.84                    |
| 34               | \$20.68             | \$20.04             | \$21.10                    |
| 35               | \$20.95             | \$20.32             | \$21.39                    |

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Full-Time office employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,440 hours annually. Registrar employees will be paid in twelve monthly payments with the hourly rate being based on working 1,480 hours annually.

Secretary (A)/Bookkeeping (A)/Educational Technician employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually.

Secretary (B)/Bookkeeping (B) employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,600 hours annually.

The Superintendent's Secretary and Board of Education's Secretary will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually.

The salary of all current secretarial/bookkeeping staff which is above scale will be frozen at the current salary until the salary is equal to scale.

Staff filling the positions secretary, bookkeeper, and payroll clerk may be credited with a maximum of three years work experience if the previous employment was in a job requiring skills related to these positions. Verification of this experience must be provided by the previous employer(s).

The workweek shall consist of a minimum of forty (40) hours per week. Secretarial/Bookkeeping staff at the schools shall work a minimum of forty (40) hours per week. Office hours will be set by the particular school, and a copy of these hours will be submitted to the Superintendent/Board of Education annually or as changes develop.