



## CAPITAL SCHOOL DISTRICT SALARY SCHEDULE FOR SECRETARIES AND CLERKS 2025-2026

Step	ADMINISTRATIVE ASSISTANT I						ADMINISTRATIVE ASSISTANT II						ADMINISTRATIVE ASSIST II			Exp
	Clerk <sup>10A</sup>			Secretary <sup>10</sup>			Senior <sup>20A</sup> Secretary			Financial <sup>20</sup> Secretary			Administrative <sup>25</sup> Secretary			
	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	
1	23,905	12,962	36,867	23,905	13,202	37,107	25,380	13,539	38,919	25,380	14,110	39,490	26,250	14,563	40,813	0
2	24,544	13,050	37,594	24,544	13,289	37,833	25,975	13,632	39,607	25,975	14,203	40,178	26,853	14,662	41,515	1
3	25,133	13,141	38,274	25,133	13,378	38,511	26,567	13,721	40,288	26,567	14,298	40,865	27,455	14,759	42,214	2
4	25,721	13,227	38,948	25,721	13,468	39,189	27,161	13,813	40,974	27,161	14,395	41,556	28,056	14,858	42,914	3
5	26,309	13,314	39,623	26,309	13,556	39,865	27,757	13,907	41,664	27,757	14,492	42,249	28,728	14,960	43,688	4
6	26,898	13,405	40,303	26,898	13,650	40,548	28,378	14,002	42,380	28,378	14,590	42,968	29,406	15,062	44,468	5
7	27,485	13,494	40,979	27,485	13,743	41,228	29,049	14,095	43,144	29,049	14,688	43,737	30,089	15,162	45,251	6
8	28,072	13,585	41,657	28,072	13,832	41,904	29,719	14,191	43,910	29,719	14,790	44,509	30,766	15,268	46,034	7
9	28,732	13,674	42,406	28,732	13,926	42,658	30,389	14,287	44,676	30,389	14,889	45,278	31,447	15,371	46,818	8
10	29,396	13,768	43,164	29,396	14,020	43,416	31,058	14,383	45,441	31,058	14,988	46,046	32,125	15,472	47,597	9
11	30,059	13,858	43,917	30,059	14,115	44,174	31,733	14,482	46,215	31,733	15,092	46,825	32,805	15,582	48,387	10
12	30,723	13,950	44,673	30,723	14,210	44,933	32,403	14,577	46,980	32,403	15,195	47,598	33,483	15,686	49,169	11
13	31,386	14,046	45,432	31,386	14,306	45,692	33,071	14,677	47,748	33,071	15,295	48,366	34,164	15,790	49,954	12
14	32,051	14,141	46,192	32,051	14,400	46,451	33,743	14,777	48,520	33,743	15,399	49,142	34,842	15,899	50,741	13
15	32,716	14,236	46,952	32,716	14,501	47,217	34,415	14,878	49,293	34,415	15,505	49,920	35,520	16,007	51,527	14
16	33,381	14,330	47,711	33,381	14,599	47,980	35,082	14,978	50,060	35,082	15,607	50,689	36,203	16,114	52,317	15
17	34,042	14,427	48,469	34,042	14,697	48,739	35,751	15,078	50,829	35,751	15,712	51,463	36,882	16,221	53,103	16
18	34,707	14,525	49,232	34,707	14,796	49,503	36,425	15,181	51,606	36,425	15,819	52,244	37,560	16,332	53,892	17
19	35,370	14,624	49,994	35,370	14,895	50,265	37,092	15,281	52,373	37,092	15,927	53,019	38,240	16,443	54,683	18
20	36,035	14,720	50,755	36,035	14,997	51,032	37,767	15,384	53,151	37,767	16,033	53,800	38,920	16,554	55,474	19
21	36,697	14,820	51,517	36,697	15,097	51,794	38,436	15,488	53,924	38,436	16,144	54,580	39,598	16,668	56,266	20
22	37,376	14,921	52,297	37,376	15,198	52,574	39,122	15,592	54,714	39,122	16,252	55,374	40,293	16,779	57,072	21
23	38,071	15,021	53,092	38,071	15,300	53,371	39,820	15,698	55,518	39,820	16,364	56,184	41,000	16,896	57,896	22
24	38,781	15,031	53,812	38,781	15,314	54,095	40,533	15,710	56,243	40,533	16,376	56,909	41,727	16,908	58,635	23
25	39,503	15,031	54,534	39,503	15,314	54,817	41,263	15,710	56,973	41,263	16,376	57,639	42,468	16,908	59,376	24

**Longevity Increment (In District)**

5 Years	+125
10 Years	+225
15 Years	+225
20 Years	+225
25 Years	+250
30 Years	+250

**State Stipend**

Bachelor Degree	\$1,320
Certified Secretary	\$991
Professional Secretary	\$662
Associates Degree (local only)	\$500

**Local Stipend**

Stipend for secretaries performing HR, Payroll, and Benefits duties on a daily basis with the State Payroll System	\$4,000
Superintendent's Secretary/Board Supplement (Paid from Local Funds)	\$8,000
Confidential Secretary (Paid from Local Funds)	\$1,000