



CAPITAL SCHOOL DISTRICT SALARY SCHEDULE FOR SECRETARIES AND CLERKS 2024-2025

Step	Clerk			Secretary			Senior Secretary			Financial Secretary			Administrative Secretary			Exp
	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	
1	23,436	12,708	36,144	23,436	12,943	36,379	24,882	13,274	38,156	24,882	13,833	38,715	25,735	14,277	40,012	0
2	24,062	12,794	36,856	24,062	13,028	37,090	25,465	13,365	38,830	25,465	13,924	39,389	26,326	14,374	40,700	1
3	24,640	12,884	37,524	24,640	13,115	37,755	26,046	13,452	39,498	26,046	14,017	40,063	26,916	14,470	41,386	2
4	25,216	12,967	38,183	25,216	13,204	38,420	26,628	13,542	40,170	26,628	14,113	40,741	27,505	14,566	42,071	3
5	25,793	13,053	38,846	25,793	13,290	39,083	27,212	13,634	40,846	27,212	14,207	41,419	28,164	14,667	42,831	4
6	26,370	13,142	39,512	26,370	13,382	39,752	27,821	13,727	41,548	27,821	14,304	42,125	28,829	14,767	43,596	5
7	26,946	13,230	40,176	26,946	13,473	40,419	28,479	13,818	42,297	28,479	14,400	42,879	29,499	14,865	44,364	6
8	27,521	13,318	40,839	27,521	13,561	41,082	29,136	13,913	43,049	29,136	14,500	43,636	30,162	14,968	45,130	7
9	28,168	13,406	41,574	28,168	13,653	41,821	29,793	14,007	43,800	29,793	14,597	44,390	30,830	15,070	45,900	8
10	28,819	13,498	42,317	28,819	13,745	42,564	30,449	14,101	44,550	30,449	14,695	45,144	31,495	15,169	46,664	9
11	29,469	13,586	43,055	29,469	13,838	43,307	31,110	14,198	45,308	31,110	14,796	45,906	32,161	15,276	47,437	10
12	30,120	13,676	43,796	30,120	13,931	44,051	31,767	14,291	46,058	31,767	14,897	46,664	32,826	15,379	48,205	11
13	30,770	13,770	44,540	30,770	14,026	44,796	32,422	14,389	46,811	32,422	14,995	47,417	33,494	15,480	48,974	12
14	31,422	13,864	45,286	31,422	14,118	45,540	33,081	14,487	47,568	33,081	15,097	48,178	34,158	15,587	49,745	13
15	32,074	13,957	46,031	32,074	14,217	46,291	33,740	14,586	48,326	33,740	15,201	48,941	34,823	15,693	50,516	14
16	32,726	14,049	46,775	32,726	14,312	47,038	34,394	14,684	49,078	34,394	15,301	49,695	35,493	15,798	51,291	15
17	33,374	14,144	47,518	33,374	14,409	47,783	35,050	14,782	49,832	35,050	15,404	50,454	36,158	15,903	52,061	16
18	34,026	14,240	48,266	34,026	14,506	48,532	35,710	14,883	50,593	35,710	15,509	51,219	36,823	16,011	52,834	17
19	34,676	14,337	49,013	34,676	14,602	49,278	36,364	14,981	51,345	36,364	15,615	51,979	37,490	16,121	53,611	18
20	35,328	14,431	49,759	35,328	14,703	50,031	37,026	15,083	52,109	37,026	15,719	52,745	38,156	16,229	54,385	19
21	35,977	14,529	50,506	35,977	14,801	50,778	37,682	15,184	52,866	37,682	15,827	53,509	38,821	16,341	55,162	20
22	36,643	14,628	51,271	36,643	14,900	51,543	38,354	15,287	53,641	38,354	15,933	54,287	39,502	16,450	55,952	21
23	37,324	14,726	52,050	37,324	15,000	52,324	39,039	15,390	54,429	39,039	16,043	55,082	40,196	16,565	56,761	22
24	38,020	14,736	52,756	38,020	15,014	53,034	39,738	15,402	55,140	39,738	16,055	55,793	40,908	16,577	57,485	23
25	38,728	14,736	53,464	38,728	15,014	53,742	40,453	15,402	55,855	40,453	16,055	56,508	41,635	16,577	58,212	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