FY23 ADOPTED SERVICE SCALES

C Scale - Clerical Positions

12 MONTH EMPLOYEE SALARY RANGES AND HOURS			
PAY SCALE	Minimum Annual Salary	Maximum Annual Salary	Daily Contracted Hours (FT)
C10	$ 40,000	$ 80,000	7.5
C11	$ 37,500	$ 75,000	7.5
C12	$ 35,000	$ 70,000	7.5
C13	$ 32,250	$ 65,000	7.5

The rates listed above serve as the general hiring range for positions classified on each pay scale. Newly hired employees hired into positions classified to these pay scales will be offered a salary in accordance with Board policies and regulations.

For positions with work calendars other than that for all 12 month staff, the hiring range can be identified by dividing the figures above by 240, then multiplying by the number of days in the contract (185, 189, 200, 220).

POSITION TITLES BY JOB CLASS	
PAY SCALE	INCLUDED POSITION TITLES
C10	Executive Assistant Office Manager (Department-Based) Office Manager (School-Based)
C11	Office Specialist (Department-Based)
C12	Accounting Assistant (Department-Based) Accounting Assistant (School-Based)
C13	Administrative Assistant (Department-Based) Administrative Assistant (School-Based)