



CAPITAL SCHOOL DISTRICT SALARY SCHEDULE FOR SECRETARIES AND CLERKS 2026-2027

Step	Administrative Assistant I						Administrative Assistant II						Administrative Assistant III				Exp
	Clerk 10A			Secretary ¹⁰			Senior 20A Secretary			Financial ²⁰ Secretary			Administrative ²⁵ Secretary				
	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total		
1	24,622	13,587	38,209	24,622	14,077	38,699	26,141	14,664	40,805	26,141	15,485	41,626	27,038	16,063	43,101	0	
2	25,280	13,675	38,955	25,280	14,164	39,444	26,754	14,757	41,511	26,754	15,578	42,332	27,659	16,162	43,821	1	
3	25,887	13,766	39,653	25,887	14,253	40,140	27,364	14,846	42,210	27,364	15,673	43,037	28,279	16,259	44,538	2	
4	26,493	13,852	40,345	26,493	14,343	40,836	27,976	14,938	42,914	27,976	15,770	43,746	28,898	16,358	45,256	3	
5	27,098	13,939	41,037	27,098	14,431	41,529	28,590	15,032	43,622	28,590	15,867	44,457	29,590	16,460	46,050	4	
6	27,705	14,030	41,735	27,705	14,525	42,230	29,229	15,127	44,356	29,229	15,965	45,194	30,288	16,562	46,850	5	
7	28,310	14,119	42,429	28,310	14,618	42,928	29,920	15,220	45,140	29,920	16,063	45,983	30,992	16,662	47,654	6	
8	28,914	14,210	43,124	28,914	14,707	43,621	30,611	15,316	45,927	30,611	16,165	46,776	31,689	16,768	48,457	7	
9	29,594	14,299	43,893	29,594	14,801	44,395	31,301	15,412	46,713	31,301	16,264	47,565	32,390	16,871	49,261	8	
10	30,278	14,393	44,671	30,278	14,895	45,173	31,990	15,508	47,498	31,990	16,363	48,353	33,089	16,972	50,061	9	
11	30,961	14,483	45,444	30,961	14,990	45,951	32,685	15,607	48,292	32,685	16,467	49,152	33,789	17,082	50,871	10	
12	31,645	14,575	46,220	31,645	15,085	46,730	33,375	15,702	49,077	33,375	16,570	49,945	34,487	17,186	51,673	11	
13	32,328	14,671	46,999	32,328	15,181	47,509	34,063	15,802	49,865	34,063	16,670	50,733	35,189	17,290	52,479	12	
14	33,013	14,766	47,779	33,013	15,275	48,288	34,755	15,902	50,657	34,755	16,774	51,529	35,887	17,399	53,286	13	
15	33,697	14,861	48,558	33,697	15,376	49,073	35,447	16,003	51,450	35,447	16,880	52,327	36,586	17,507	54,093	14	
16	34,382	14,955	49,337	34,382	15,474	49,856	36,134	16,103	52,237	36,134	16,982	53,116	37,289	17,614	54,903	15	
17	35,063	15,052	50,115	35,063	15,572	50,635	36,824	16,203	53,027	36,824	17,087	53,911	37,988	17,721	55,709	16	
18	35,748	15,150	50,898	35,748	15,671	51,419	37,518	16,306	53,824	37,518	17,194	54,712	38,687	17,832	56,519	17	
19	36,431	15,249	51,680	36,431	15,770	52,201	38,205	16,406	54,611	38,205	17,302	55,507	39,387	17,943	57,330	18	
20	37,116	15,345	52,461	37,116	15,872	52,988	38,900	16,509	55,409	38,900	17,408	56,308	40,088	18,054	58,142	19	
21	37,798	15,445	53,243	37,798	15,972	53,770	39,589	16,613	56,202	39,589	17,519	57,108	40,786	18,168	58,954	20	
22	38,497	15,546	54,043	38,497	16,073	54,570	40,296	16,717	57,013	40,296	17,627	57,923	41,502	18,279	59,781	21	
23	39,213	15,646	54,859	39,213	16,175	55,388	41,015	16,823	57,838	41,015	17,739	58,754	42,230	18,396	60,626	22	
24	39,944	15,656	55,600	39,944	16,189	56,133	41,749	16,835	58,584	41,749	17,751	59,500	42,979	18,408	61,387	23	
25	40,688	15,656	56,344	40,688	16,189	56,877	42,501	16,835	59,336	42,501	17,751	60,252	43,742	18,408	62,150	24	

Longevity Increment (In District)

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

State Stipend

Bachelor Degree	\$1,320
Certified Secretary	\$991
Professional Secretary	\$662

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	\$8,000
Confidential Secretary	\$1,000
Associate Degree	\$500