

CLASSIFIED OFFICE PERSONNEL
Administrative Assistant (11 Months)
2011-2012 Salary Schedule

STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4
0	\$ 15,758	\$ 17,997	\$ 19,116	\$ 23,592
1	15,758	17,997	19,116	23,592
2	15,758	17,997	19,116	23,592
3	15,758	17,997	19,116	23,592
4	15,934	18,199	19,331	23,859
5	16,387	18,650	19,783	24,310
6	16,841	19,104	20,235	24,762
7	17,294	19,557	20,688	25,216
8	17,748	20,009	21,142	25,668
9	18,199	20,462	21,595	26,121
10	18,650	20,914	22,046	26,573
11	19,104	21,368	22,498	27,026
12	19,557	21,820	22,952	27,480
13	20,009	22,273	23,404	27,930
14	20,462	22,726	23,858	28,385
15	20,914	23,177	24,310	28,837
16	21,368	23,632	24,762	29,288
17	21,820	24,085	25,216	29,742
18	22,273	24,537	25,668	30,196
19	22,726	24,989	26,121	30,649
20	23,177	25,439	26,573	31,102
21	23,632	25,893	27,026	31,553
22	24,085	26,348	27,480	32,006
23	24,537	26,800	27,930	32,458
24	24,989	27,253	28,383	32,911

SUPPLEMENTS FOR DEGREE WORK

BS Degree	\$ 930
AS Degree	630
18 Semester Hours	310

GRADE

Grade 1 – Administrative Assistant I
Grade 2 – Administrative Assistant II
Grade 3 – Administrative Assistant III
Grade 4 – Executive Administrative Assistant

SKILLS

Typing, telephone, duplicating, math, filing, reception, financial records
All of above plus additional technical skills within area of job responsibility
All of above skills in multiple unrelated areas or accounting, inventory or financial skills at higher levels
All of above skills plus technical skills at much higher levels and includes lower level administrative decision making

(more information on back)

Notice To Employees

- All employees of Pittsylvania County Schools have the option to participate in a Tax-Sheltered Annuity Program.**

- All employees shall abide by paragraphs A(1) and A(2) of School Board Policy GBEA, Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance, as a condition of employment.**