

CLASSIFIED OFFICE PERSONNEL
Administrative Assistant
2011-2012 Salary Schedule

| STEP | GRADE 1 | GRADE 2 | GRADE 3 | GRADE 4 |
|-------------|----------------|----------------|----------------|----------------|
| 0 | \$ 17,191 | \$ 19,633 | \$ 20,854 | \$ 25,737 |
| 1 | 17,191 | 19,633 | 20,854 | 25,737 |
| 2 | 17,191 | 19,633 | 20,854 | 25,737 |
| 3 | 17,191 | 19,633 | 20,854 | 25,737 |
| 4 | 17,383 | 19,853 | 21,088 | 26,028 |
| 5 | 17,877 | 20,345 | 21,581 | 26,520 |
| 6 | 18,372 | 20,841 | 22,075 | 27,013 |
| 7 | 18,866 | 21,335 | 22,569 | 27,508 |
| 8 | 19,361 | 21,828 | 23,064 | 28,001 |
| 9 | 19,853 | 22,322 | 23,558 | 28,496 |
| 10 | 20,345 | 22,815 | 24,050 | 28,989 |
| 11 | 20,841 | 23,310 | 24,543 | 29,483 |
| 12 | 21,335 | 23,804 | 25,039 | 29,978 |
| 13 | 21,828 | 24,298 | 25,532 | 30,469 |
| 14 | 22,322 | 24,792 | 26,027 | 30,965 |
| 15 | 22,815 | 25,284 | 26,520 | 31,459 |
| 16 | 23,310 | 25,780 | 27,013 | 31,951 |
| 17 | 23,804 | 26,275 | 27,508 | 32,446 |
| 18 | 24,298 | 26,768 | 28,001 | 32,941 |
| 19 | 24,792 | 27,261 | 28,496 | 33,435 |
| 20 | 25,284 | 27,752 | 28,989 | 33,929 |
| 21 | 25,780 | 28,247 | 29,483 | 34,421 |
| 22 | 26,275 | 28,743 | 29,978 | 34,916 |
| 23 | 26,768 | 29,236 | 30,469 | 35,409 |
| 24 | 27,261 | 29,730 | 30,963 | 35,903 |

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.**