

**CLASSIFIED OFFICE PERSONNEL - Administrative Assistant
2016-2017 Salary Schedule**

YEARS OF EXPERIENCE	STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4
0-3	0	\$ 18,893	\$ 21,577	\$ 22,920	\$ 28,285
4	1	19,271	22,008	23,377	28,850
5	2	19,271	22,008	23,377	28,850
6	3	19,271	22,008	23,377	28,850
7	4	19,271	22,008	23,377	28,850
8	5	19,271	22,008	23,377	28,850
9	6	19,486	22,255	23,639	29,176
10	7	20,039	22,807	24,191	29,728
11	8	20,594	23,362	24,745	30,280
12	9	21,149	23,916	25,300	30,835
13	10	21,703	24,469	25,855	31,388
14	11	22,255	25,023	26,409	31,944
15	12	22,807	25,575	26,960	32,497
16	13	23,362	26,130	27,511	33,051
17	14	23,916	26,683	28,068	33,605
18	15	24,469	27,237	28,621	34,154
19	16	25,023	27,792	29,175	34,713
20	17	25,575	28,343	29,728	35,265
21	18	26,130	28,899	30,281	35,816
22	19	26,683	29,454	30,835	36,370
23	20	27,237	30,008	31,388	36,924
24	21	27,792	30,560	31,944	37,479
25	22	28,343	31,110	32,497	38,034
26	23	28,899	31,664	33,051	38,585
27	24	29,454	32,220	33,605	39,139
28	25	30,008	32,772	34,154	39,693
29+	26	30,560	33,327	34,710	40,246

SUPPLEMENTS FOR DEGREE WORK

BS Degree	\$ 977
AS Degree	661
18 Semester Hours	325

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

The Superintendent or designee will determine the direct relationship of previous experience to current job responsibilities for placement on salary schedule.

(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.**

- As provided under Chapter 822 of the 2012 Acts of Assembly (SB 497), all school division and political subdivision employees must begin paying the 5 percent member contribution effective July 1, 2012. All employees hired or rehired on or after July 1, 2012, must pay the full 5 percent upon employment with no phase-in allowed. For current employees, the bill allows governing bodies to phase in the member contribution in each of the next five years or until current employees are paying the full 5 percent contribution, whichever is earlier. Phase-in increases must be in whole percentages of at least 1 percent of creditable compensation per year, with comparable offsetting salary increases.**