## Northeast Texas Community College

### Classified – Secretarial/Clerical Entry Level Salary Chart

**September 1, 2014-August 31, 2015**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Title</th>
<th>September 1, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classification I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Skills Center Lab Assistant</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td>Graphics Reproduction Clerk</td>
<td>$19,169</td>
</tr>
<tr>
<td><strong>Classification II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PBX Operator/Admissions Specialist</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20,729</td>
</tr>
<tr>
<td><strong>Classification III</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LRC Circulation/Media Services Clerk</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td>LRC Technical Services Clerk</td>
<td>$21,944</td>
</tr>
<tr>
<td></td>
<td>Secretary for Skills Development Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary for Upward Bound</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary to Director of Adult Education</td>
<td></td>
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<tr>
<td></td>
<td>Admissions Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary Omaha-Naples Center</td>
<td></td>
</tr>
<tr>
<td><strong>Classification IV</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admissions Specialist</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td>College Store Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Testing Center Clerk</td>
<td></td>
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<tr>
<td></td>
<td>Teams Assistant</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td>Secretarial Asst. for CIS/Outreach Services</td>
<td>$23,231</td>
</tr>
<tr>
<td></td>
<td>Secretarial Asst. for Dental Hygiene Program/Clinic</td>
<td></td>
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<tr>
<td></td>
<td>Secretarial Asst. for Faculty</td>
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<tr>
<td></td>
<td>Secretary for Athletics/Student Housing</td>
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<tr>
<td></td>
<td>Secretary for Plant Services</td>
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<tr>
<td></td>
<td>Financial Data Specialist</td>
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<tr>
<td></td>
<td>Financial Aid Loan Specialist</td>
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<tr>
<td></td>
<td>Secretary for College Connection</td>
<td></td>
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<tr>
<td></td>
<td>Secretary to Continuing Education/Corporate</td>
<td></td>
</tr>
<tr>
<td>Classification V</td>
<td></td>
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<tr>
<td>--------------------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable Specialist</td>
<td>BASE $25,051</td>
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</tr>
<tr>
<td>Accounts Receivable Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable Clerk II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable Clerk and Cashier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Store Assistant</td>
<td></td>
<td></td>
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<tr>
<td>Assessment Technician</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification VI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Specialist</td>
<td>BASE $27,019</td>
</tr>
<tr>
<td>Administrative Secretary to Dean of</td>
<td></td>
</tr>
<tr>
<td>Business, Technology, Continuing</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>PC Support Technician</td>
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</tr>
</tbody>
</table>

Incentive pay amounts:

$500 for an Associate’s degree

$500 for a Bachelor’s degree after an Associate’s; or $1000 for a Bachelor’s with no Associate’s

$1,500 for a Master’s degree

$1,000 for a second Master’s degree

$3,000 for a Doctorate degree