



Job Title: Secretary I

Supervisor: Director, Military Instruction

Terms of Employment: 190 days

Job Summary:

Manage the daily administrative operations of the JROTC Support Service Facility

Essential Duties:

- Operate office equipment including computers, printers, copiers, and shredders
- Receive and route incoming and outgoing mail, packages, and other correspondence
- Accept and dispatch telephone calls
- Transmit pertinent messages to staff members
- Draft written correspondence to constituents
- Manage Excel spreadsheets as required
- Develop PowerPoint presentations as required
- Establish virtual communications
- Conduct routine follow up calls in managing daily function
- Maintain and distribute office supplies
- Copy, sort, and organize essential documents

Other Duties:

Perform such other task and assume such other responsibilities as may from time to time be assigned by the Director, JROTC.

Job Specifications:

Performance of this job will be evaluated in accordance with Provisions of the Board's policy on Evaluation of Support Personnel

Minimum Qualifications (Knowledge, Skills and Abilities Required):



1. Associates Degree preferred.
2. Keyboarding – 50 words per minute
3. Working knowledge of Microsoft Office and other computer application software and be proficient with Excel, Access, and Word.
4. Experience with management systems such as Power Schools and People Soft.
5. Good organizational skills.
6. Ability to communicate verbally and in writing well with others.
7. Working knowledge of office equipment such as copy and FAX machines and document scanners.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 103

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or

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supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.