



Job Title: Clerk V – Human Resources

Supervisor: Director of Human Resources

Terms of Employment: 240 days

Job Summary:

Assists in the smooth and efficient operation of the Human Resources Department.

Essential Duties:

1. Reviews and verifies submitted job requisitions for approval.
2. Corresponds with applicants concerning the status of their online application and submitted documents.
3. Documents communication with applicants within the online applicant tracking system.
4. Prepares and maintains individual applicant/employee files.
5. Screens applicants for job posting requirements.
6. Assists with phone coverage and receptionist duties for the Human Resources Department as needed.
7. Communicates with hiring managers and provides qualified applicants for job postings.
8. Assists with special events and assignments as needed.
9. Completes reports and prepares correspondence as directed by the Chief Human Resources Officer or designee.

Other Duties:

Performs other tasks and assumes other responsibilities as may from time to time be assigned by a Director of Human Resources as well as the Chief Human Resources Officer.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the HCS Board's policy on the evaluation of support personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High school diploma required; Associate's Degree preferred.
2. Previous experience in a human resources department preferred.
3. Demonstrates proficiency in technology and general office procedures.
4. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
5. Demonstrates self- initiative with little supervision.



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: 106

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