



Job Title: Clerk V – Facilities Switchboard

Supervisor: Coordinator of Maintenance

Terms of Employment: 240 days

Job Summary:

Contribute to the effective public relations by prompt and courteous handling of all inquiries and visitors, and to assist in the smooth and efficient option of the Facilities Department.

Essential Duties:

1. Greets all visitors courteously, determining their needs, checking appointments, directing or escorting them to the proper person.
2. Assist School Dude users with access including password resets, school changes, new suppliers, work order status, escalating work orders, facility scheduling, etc.
3. Assist Building Services and Maintenance assistant managers with reports and queries in Timeclock.
4. Assist employees with password resets, links to various applications.
5. Update various maintenance and project databases as needed.
6. Responsible for maintaining supplies for front office.
7. Handles various scheduling tasks such as meetings, trainings, and interviews including compiling necessary materials.
8. Serves as backup for support staff members within the building as needed.
9. Perform basic hardware maintenance, including but not limited to, changing printer cartridges, cleaning hardware as necessary, and ensuring proper cabling of computers and peripherals.

Other Duties:

Performs other tasks and assumes other responsibilities as may from time to time be assigned by the Coordinator of Maintenance.

Job Specifications:

Performance of this job will be evaluated annually by the Coordinator of Maintenance in accordance with the provisions of the District's policy on Evaluation of Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- High school diploma
- Previous clerical experience



- Computer proficiency and utilization of various applications including advanced spreadsheet functions
- Ability to work as part of a team
- Ability to complete training courses relevant to the completion of job assignments
- Ability to consistently carry out tasks in a highly organized manner
- Knowledge of basic grammar, mathematical, and clerical principles
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose using a telephone, data entry, and sorting of materials;
- 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.