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**Job Title:** Clerk IV – Maintenance

**Supervisor:** Coordinator – Maintenance

**Terms of Employment:** 246 days

**Job Summary:**

The Clerk IV – Maintenance performs administrative and bookkeeping duties under the direction of the Maintenance Coordinator. Assists Coordinator and Assistant Managers in the overall operations of Maintenance.

**Essential Duties:**

1. Maintains extensive, detailed billing records for all maintenance activities on Fire Alarm, Fire Sprinklers, Fire Extinguishers/Hood Vendors with inspections, monitoring, and repairs.
2. Assists with budget control and performs minor bookkeeping tasks, including purchase orders, requisitions, order parts and processes purchase orders/requisitions for yearly contracts, and purchase orders over \$1500.00. Work closely with Procurement to review and compile data for bids and Requests for Qualifications (RFPs)
3. Develop and maintain accurate records management system for various items such as yearly vendor contracts, monthly maintenance reports, meeting arrangements, correspondence, etc. Develop and maintain On Call schedule and process travel for various Maintenance staff.
4. Key contact for employee's security codes and responsible for assigning Vendor/Contractor security codes, by working closely with security alarm vendor.
5. Maintains time sheets for all employees including all overtime and On Call time; calculates, maintains, enters and verifies all leave time for employees, run employee leave balance reports as needed; distribute, assist and process FMLA, SLB and Return to work forms.
6. Creates injury reports and witness statements; inputs paperwork for workers compensation.
7. Processes state certifications for boilers and elevators, working closely with SC LLR to maintain up-to-date certifications. Maintain impeccable records regarding backflow device testing forms and certifications, advising staff of expiration dates and recertification deadlines.
8. Acts as administrative assistant to the Coordinator – Maintenance; schedules appointments as necessary, greet all visitors, handles incoming phone calls, prepares and sets up for meetings and training for maintenance office staff.
9. Sets up medical screenings for office staff; schedule drug testing and receive reports.
10. Performs routine office duties in a professional and productive manner.
11. Maintain a high degree of confidentiality regarding all aspects of the Facilities and School operations; establish, maintain, and ensure proper use of confidential files.



12. Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software (SchoolDude, PeopleSoft, Word, Excel, Microsoft Outlook, etc.).

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

**Job Specifications:**

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

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High School Diploma required; Associate's degree in Business, Office Management or related field preferred.
2. Minimum three years of clerical experience preferred; or an equivalent combination of education and experience.
3. Working knowledge of office management procedures and small office equipment.
4. Familiarity with technical documents, engineering proposals, and related terminology preferred.
5. Ability to work effectively with various stakeholders, including school personnel, sales representatives, and vendors.
6. Ability to accept, receive, or collect payments and prepare and/or process purchase orders.
7. Knowledge of PeopleSoft and GovDeals.com preferred.
8. Safety orientated with knowledge of OSHA and other safety standards desired.
9. Computer literacy and proficiency with Microsoft Excel, Word, Microsoft Outlook and other software as needed. Proficiency in keyboarding (50 wpm).
10. Such alternatives to the above qualifications as the Administration and/or 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 20 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:**105

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.***

*Revised 10-20-2025*