



Job Title: Clerk VII – Human Resources (Account Manager)

Supervisor: Director of Human Resources

Terms of Employment: 240 days

Job Summary:

Processes professional and support hires, transfers, terminations and annual recommendations for designated schools/departments in a timely and accurate manner providing exemplary customer service.

Essential Duties:

1. Uses AppliTrack to process Hiring Managers' hires, transfers and terminations.
2. Prepares and ensures necessary employee records/correspondence is provided/maintained in accordance with state and federal laws.
3. Determines contract type and evaluation ratings in accordance with state guidelines.
4. Processes background investigations on new employees using district software.
5. Updates AppliTrack system in accordance with employment status.
6. Calculates salary data based on certification, education and/or employment history.
7. Enters employee personal and payroll data into PeopleSoft.
8. Prepares employee folders and paper files in association with departmental procedures.
9. Responsible for creating and maintaining employment process procedures for discussion and approval.
10. Works as team member in handling New Hire Orientation sessions.
11. Processes unemployment requests meeting hearing deadlines. Represents district at SCESC hearings.
12. Responsible for the creation and analysis of department reports.
13. Coordinates and, in some cases, serves as lead for special events, such as mass contracts, Statements of Employment, Statements of Intent, etc.
14. Supports other functions with various events
15. Supports ADEPT, PACE, and certification on an as-needed basis.
16. Maintains web information as assigned.
17. Creates and distributes internal communications such as memos and newsletters, as assigned.

Other Duties:

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

Job Specifications:



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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum of a two year Associates Degree in Business, IT, Human Resources or Accounting preferred.
2. Two to three years experience in the last five years in a Human Resource function, e.g., Employment, Payroll or Benefits or related field preferred.
3. Must have the ability to understand and work with complex HRIS software such as PeopleSoft and applicant tracking systems,
4. Must have the ability to create, run and analyze reports and queries.
5. Proficiency in working with Microsoft Office required. Database and desktop publishing experience preferred.
6. Strong proficiency in written communication required.
7. Excellent verbal communication and interpersonal skills required.
8. Experience working with a varied customer base and multi-departments preferred.
9. 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 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: 108

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