



Job Title: Data Clerk – Transportation

Supervisor: Transportation Technology Manager

Terms of Employment: 240 Days

Job Summary:

Input/maintain accurate student and transportation data as well as create reports supporting the informational needs of the Transportation Department, including the completion of reports necessary to comply with all local, state, and federal regulations.

Essential Duties:

1. Maintain accurate transportation data including the entry of data into the PowerSchool student management system and/or other Transportation Department software.
2. Perform all necessary activities related to data extraction and reporting to meet all district, state, and federal accountability and funding requirements.
3. Implement processes that continuously verify the accuracy and completeness of all Transportation Department data.
4. Maintain current and accurate records concerning student passenger numbers on bus routes, overloaded bus routes, and student transfers to other bus routes.
5. Demonstrate proficiency in productivity software applications such as Microsoft Office Professional versions of Excel, Word, Access, and PowerPoint.
6. Prepare PowerPoint presentations on Transportation data for the purpose of reporting relevant information to the district administration and/or the Horry County School Board.
7. Possess experience in mapping software such as Arc Map, ERIS, GIS, etc., or the ability to learn such applications and use them proficiently.
8. Participate in district-wide meetings, staff development, and training activities in order to maintain technological knowledge necessary for fulfilling job requirements.
9. Meet data quality goals established by the Director of Transportation.

Other Duties:

Perform other duties that may be assigned by the area supervisor or Director of Transportation.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Post-secondary degree in data technology preferred; or high school diploma with equivalent data technology coursework or approved combination of training and



experience. Education and experiences must include proficiency with Microsoft Office Professional versions of Word, Excel, Access, and PowerPoint.

2. Three years of experience with database-related information systems preferred.
3. Demonstration of technology proficiency skills required.
4. Technical aptitude necessary to learn current and future Transportation Department database software and the ability to integrate data from this software with Microsoft Office Professional versions of Word, Excel, Access, and PowerPoint.
5. Strong math, problem solving, and organizational skills.
6. Ability to create and utilize search and query functions to verify accuracy and completeness of information for maintaining transportation management database and for data reporting.
7. Ability to communicate both orally and in written format with employees, supervisors and outside agencies.
8. Minimum keyboard skills of 30 wpm.
9. Ability to complete district, state and other training courses relevant to the completion of job assignments.
10. 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;
- 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;



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- 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.

Revised 11-11-2025