



Job Title: Clerk VII – Human Resources (Family and Medical Leave Act (FMLA), Sick Leave Bank (SLB), And Extended Medical Leave)

Supervisor Director of Human Resources

Terms of Employment: 240 days

Job Summary:

Assists in the smooth and efficient operation of the Human Resources Department with a focus on FMLA claims.

Essential Duties:

1. Under general direction, ensures timely processing of Family and Medical Leave Act (FMLA) leave, Extended Medical leave, and Sick Leave Bank (SLB) request from employees in an efficient manner.
2. Communicates with employees regarding their needs for leave. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
3. Supports the FMLA leave process from the employee's initial notice of the need for leave to his/her return to work. This includes gathering and completing all required paperwork and requesting medical certification as needed.
4. Maintains communication with employees on leave to facilitate smooth and timely return to work as well as relays communication between employees and their managers during leave.
5. Supports the return-to-work process for employees returning from FMLA leave, SLB leave, Extended Medical leave, or other leave(s).
6. Schedules and prepares information for monthly Sick Leave Bank meetings.
7. Maintains complete and accurate records of leave in accordance with specified legal requirements.
8. Preserves confidentiality of employee medical documentation and files.
9. Maintains knowledge of all applicable leave and accommodation laws including FMLA, state and local laws.
10. Performs other related duties as assigned.

Other Duties:

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

Job Specifications:



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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma required; Associates Degree preferred.
2. Demonstrates aptitude in general office procedures and related software.
3. Previous experience in related areas preferred.
4. Demonstrates self-initiative.
5. Excellent verbal communication and interpersonal skills required.
6. Strong proficiency in written communication required.

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