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**Job Title:** Clerk III – Special Education

**Supervisor:** Coordinator of Special Education

**Terms of Employment:** 185 days

**Job Summary:**

Assist with special projects and special education related tasks within the Office of Federal Programs. This assistance includes, but is not limited to, supporting executive directors, directors, program specialists, coordinators, principals, related services providers, teachers, parents, and other personnel with a variety of special education related activities and tasks.

**Essential Duties:**

1. Prepare reports, letters and memorandums, as requested.
2. Maintain confidentiality of records in keeping with all local, state and federal regulations governing students with disabilities.
3. Interact with district personnel, agency personnel and parents, as needed.
4. Assist other office staff, as needed.
5. Type, file, and duplicate materials for personnel, as requested.
6. Receive and direct phone messages to appropriate personnel.
7. Attend staff development activities, as assigned.

**Other Duties:**

Assume other responsibilities as assigned.

**Job Specifications:**

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

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

1. High School Diploma
2. Excellent computer skills
3. Previous clerical experience (preferred)
4. Knowledge of and experience with Google platform tools (preferred)
5. Ability to work as part of a team
6. Knowledge of basic clerical principles



7. 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 50 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: 104**

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*