



Job Title: Clerk V - Federal Programs, Title I

Supervisor: Director of Title I

Terms of Employment: 240 days

Job Summary:

Assist staff in the Office of Title I with Title I related projects, Title I Crate, inventory, and federal compliance /regulations.

Essential Duties:

1. Prepare various letters and memos as necessary.
2. Interact with schools and proper personnel as needed.
3. Assist other office staff as needed and approved.
4. Maintain confidentiality of records.
5. Prepare written reports as requested by the Director of Title I.
6. Type, file, and duplicate materials for personnel as requested.
7. Receive and direct phone messages to appropriate personnel.
8. Create and maintain a filing system of all files.
9. Attend staff development activities as assigned.
10. Create booklets, documents, PowerPoints, and spreadsheets with Microsoft Word.
11. Generate reports/spreadsheets via Access, Microsoft Excel, and other software.

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):

- Associates Degree Preferred
- Powerschool experience Preferred
- Excellent computer skills
- Previous clerical experience Preferred
- Ability to work as part of a team
- Knowledge of basic clerical principles
- 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: 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.