



Job Title: Clerk V – Adult Education

Supervisor: Director of Adult Education

Terms of Employment: 240 days

Job Summary:

To assure the smooth and efficient operation of the Adult Education so that the maximum positive impact on the education of each adult education student can be realized.

Essential Duties:

1. Perform the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Maintain records, reports, correspondence, and other documents necessary to the work of the Office of Adult Education.
3. Obtain, gather, and organize pertinent data as needed and translate information into usable charts, tables, graphs, and various other reporting formats. Distribute information to teachers.
4. Maintain the Adult Education student data base, attendance records, testing information, and transcripts through a web-based data system (LACES).
5. Maintain liaison with various agencies and probation officers regarding progress and attendance of students through providing transcripts when requested, documenting attendance, and preparing claims for payment by the agencies.
6. Assist with preparation of graduation, including ordering diplomas/certificates for graduates, issuing caps and gowns, preparing programs and requesting needed supplies.
7. Maintain an organized filing system.
8. Greet and assist all visitors in a pleasant manner.
9. Direct all telephone inquiries to proper staff member, or handle call with tact and professionalism required.
10. Assist in making arrangements for meetings and workshops.
11. Work with high schools and HCS attendance office to determine transfers, drop-outs, etc.
12. Notify teachers when students are due for testing to determine advancement of a level.
13. Prepare statistical information/reports for Director and State Department of Education.



14. Set up and maintain students' permanent records; sending working copies to teachers in various satellite centers.
15. Maintain daily contact with teachers in all adult education sites.
16. Prepare Annual Student Performance Report that determines state funding.
17. Consult with agencies and individuals and prepare collaboration agreements based on those conversations.
18. Assist in the preparation of Project Proposal in determining standards and measures based on statistical data.

Other Duties:

Perform other tasks and assume other responsibilities as may from time to time be assigned by your supervisor.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High Schools Diploma; preferably two-year degree in secretarial science and/or technology.
2. Working knowledge of office procedures and the operation of common office equipment.
3. Proficient user of PC computer, Microsoft Windows, Microsoft Office, and other computer software. Experience on the Adult Ed database, LACES, preferred.
4. Strong oral and written communication skills.
5. Such alternatives or modifications to the above qualifications as Administration and Board may deem appropriate.

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: 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.

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