



Job Title: Clerk VI – Office of Accountability Services

Supervisor: Director – Office of Accountability Services

Terms of Employment: 240 days

Job Summary:

To provide administrative support to the Director, the Office of Accountability Services and Coordinator of Gifted and Talented Services and be responsible for maintaining the GIFT Database for the selection of gifted and talented students.

Essential Duties:

1. Maintain GIFT database that track students over time and aids in the determination of status as per the SC Regulations for identification of gifted and talented students
2. Gather data and preparation of 45-day report, 135-day report and annual reports to the State Department of Education for State funding of Gifted and Talented students
3. Collect and maintain documentation on each G&T student for possible audit
4. Submission of data to State Department of Education of students eligible for the Performance Dimension for the purpose of screening and identification for gifted and talented
5. Manage electronic files containing assessment data, reformatting and importing into appropriate databases, including GIFT
6. Check data to ensure accuracy of all information
7. Secure information from and communicate information to schools and departments regarding gifted and talented students and other assessment related activities and information
8. Maintain records and prepare reports, correspondence, and other documents for Director, Coordinator and staff
9. Provide support in the administration of various District, State and local assessments
10. Assist with inquiries for information and helping resolve complaints
11. Obtain, gather, organize pertinent data as needed and put the information into usable charts, tables, graphs and other various reporting formats
12. Keep updated database correspondence and electronic communication
13. Maintain an efficient and reliable filing system
14. Assist the director in preparing budget recommendations
15. Provide administrative support in gathering and disseminating data information
16. Maintaining records of purchase orders, requisitions and accounts; process purchase orders and perform other bookkeeping tasks associated with the Office of Accountability Services under the policies set forth by Horry County Schools

Other Duties:



Perform other tasks and assume other responsibilities as assigned by the Director or Coordinator.

Job Specifications:

Performance of this job will be evaluated annually in accordance with the Board's policy and district regulations on the evaluation of non-certified personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- High School diploma (minimum); associate degree in secretarial science or related field preferred
- Minimum five years secretarial experience
- Proficient in Microsoft Windows and MS Office, including Word, ACCESS, and Excel
- Strong technical and clerical skills
- Ability to compose correspondence, analyze data, record and transcribe
- Work independently and cooperatively
- Strong problem solving and communication skills
- Ability to maintain confidentiality

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 using a telephone, data entry, and sorting of materials;
- 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: 107

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