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**Job Title:** Clerk VII – Procurement

**Supervisor:** Procurement Officer

**Terms of Employment:** 240 days

**Job Summary:**

- Assist the Procurement Officer in seeking the maximum educational value for each dollar expended.
- To assist with the purchasing process while following all applicable State and Federal procurement guidelines.

**Essential Duties:**

1. Under supervision, develop specifications for small solicitations of goods or services needed in accordance with District Procurement Code and any mandated state or federal guidelines.
2. Under supervision, conduct small bid openings and records bids.
3. Become familiar with the District Procurement Code and be able to apply guidelines to small bids and quotes.
4. Evaluate and make recommendations for bid awards based on the requirements listed in the solicitation.
5. Maintain the vendor database with verification of minority and woman owned businesses. Keep current information.
6. Work with Procurement personnel to keep the Procurement webpage current.
7. Stay updated on Procurement issues and changes in requirements pertaining to the procurement field.
8. Assist with the insurance program student injuries and work with insurance companies on claims.
9. Assist with keeping the property insurance program current and working on claim settlements.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Chief Financial Officer or Procurement Officer.

**Job Specifications:**

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

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



1. High School Diploma
2. Four (4) years experience in a governmental procurement environment such as a school district, college or technical college that is in proportion to the District.
3. Familiar with the bid process related to governmental purchasing.
4. Familiar with computers. Knowledge of PeopleSoft software Preferred.
5. Experience in the design and development of solicitations and/or request for proposals with different departments within the organization.
6. Such alternatives to the above 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 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*