



Job Title: Clerk V – Health & Safety Services

Supervisor: Director of Health & Safety Services

Terms of Employment: 240 days

Job Summary:

To assist the Director of Health Services and relieve him/her of paperwork and impediments so that he/she may devote maximum attention to the central concerns of the district's health services program.

Essential Duties:

1. Perform in the capacity of an office manager which includes organizing office procedures and coordinating/supervising office personnel and monitoring the completion of tasks in an effective, efficient manner.
2. Assist the Director of Health Services with administrative tasks as assigned.
3. Record monthly meeting minutes for the District Office Safety Committee.
4. Assist in maintaining the health services web pages by editing and uploading information to the district web site.
5. Maintain a schedule of appointments for the Director of Health Services.
6. Make arrangements for meetings, lodging, conferences and interviews, including securing appropriate locations, materials and equipment needed.
7. Coordinate mailings to school health nurses, principals, and others as needed.
8. Assist in the periodic printing, collating, and distribution of the School Health Program Manual and other publications as required by local, state or federal guidelines.
9. Order and maintain supplies and equipment as needed.
10. Accurately receive and relay messages to school nurses in various schools.
11. Maintain records for graduates of the Conway School of Practical Nursing.
12. Assists in maintaining a complete and systematic set of records and files for financial transactions of the Health Services office.
13. Monitor department financial accounts on an ongoing basis.
14. Assist Director in preparation and implementation of budget to include local, state and federal funds.
15. Prepare and process purchase requisitions/orders, invoices for payment and travel requests.
16. Process incoming and outgoing mail.
17. Process homebound instruction payment to agencies.
18. Assists in maintaining computerized student health records in the HealthOffice database.
19. Reconcile weekly credit card transactions.
20. Maintain Hepatitis B Vaccine information on HCS employees.
21. Maintain a database of CPR/AED certifications for HCS employees.
22. Perform usual office routines and practices associated with the Health Services Office.



23. Assume other responsibilities as assigned.

Other Duties:

Performs other tasks and assumes other responsibilities as may from time to time be assigned by the Director of Health & Safety Services.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the District's policy on the evaluation of support personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associates Degree Preferred
2. Previous clerical experience
3. Demonstrated technical aptitude necessary to learn state and district support software applications.
4. Proficient user of PC computer, Microsoft Windows, Microsoft Office, and other computer software.
5. 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 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.

Revised 10-20-2025