



Job Title: Clerk IV-Technology Receptionist

Supervisor Director of Applications

Terms of Employment: 240 days

Job Summary:

Provide clerical support for the Technology Department, to include, but not limited to office workflow, data entry, special projects' correspondences, and aid Applications Director.

Essential Duties:

1. Perform routine office duties in a professional matter. Office duties will include, but are not limited to, answering phone calls, relaying messages to other staff members, answering questions, serving as the receptionist, and greeting/directing visitors to the appropriate staff member.
2. Utilize specialized computer programs to assist with technology work orders and transfer information/data.
3. Assist in technology equipment check-in and check-out to staff members.
4. Assist with district office shipping and receiving daily.
5. Assist with PDL device inventory/tracking/distribution as needed.
6. Complete training courses relevant to the job requirements.
7. Assist other staff as needed.

Other Duties:

Perform other tasks as assigned by the Director of Technology: Applications.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High school diploma
2. Previous clerical experience
3. Computer proficiency and utilization of various applications
4. Ability to work as part of a team

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;
- Ability to climb ladders;
- 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;
- 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: 105

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.