



---

**Job Title:** Clerk V -- Switchboard/Receptionist

**Supervisor:** Staff Attorney

**Terms of Employment:** 240 days

**Job Summary:**

Contribute to the positive public image and the effective flow of communication by prompt and courteous handling of the district telephone switchboard and serving at the district office main reception desk for inquiries and visitors.

**Essential Duties:**

1. Greet all visitors courteously, determine their needs, and direct them to the proper location.
2. Operate telephone switchboard in a courteous, pleasant, and helpful manner to present a positive image for Horry County Schools.
3. Maintain an attractive and neat work space around the reception desk, switchboard, and mail room.
4. Maintain an alphabetical file of staff member names, room locations and telephone extension to expedite relaying of calls.
5. Maintain an attractive and comfortable reception area which includes a reading table containing current school district publications and periodicals of general interests.
6. Receive, sort and distribute all central office incoming mail.
7. Receive all outgoing central office mail daily for pick-up by mail clerk.
8. Receive, sort and deliver interoffice and inter-school written communications.
9. Assist visitors with the security process and identification badges needed for entry to the district office.
10. Answer and take messages for various offices as needed.
11. Operate and maintain postage machine, certified mail system, and FAX machine.
12. Maintain the electronic calendar for scheduling district office meeting rooms and provide signage directing visitors to the appropriate room.
13. Assist various offices with clerical duties, such as labeling, stuffing envelopes, etc.

**Other Duties:**

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

**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. Associates degree preferred.
2. Training and demonstrated experience in the use of switchboard equipment.
3. Demonstrated computer and keyboarding skills needed to perform essential duties.
4. The ability to speak clearly and articulately.
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*