



Job Title: Clerk III – Adult Education

Supervisor: Adult Education Director

Terms of Employment: 190 days

Job Summary:

Support the personnel and programs provided to adult education students consistent with local, state, and federal regulations and guidelines.

Essential Duties:

1. Prepare all required reports as requested by the adult education director.
2. Type, file, duplicate materials and receive and direct phone calls.
3. Assure compliance, in paperwork, with local, state, and federal regulations governing adult education.
4. Obtain or send information to other districts and agencies as needed.
5. Receive and process all referrals and assign to appropriate personnel as needed.
6. Contact participants, staff members, community agencies, and businesses to schedule meetings or obtain additional information, if necessary.
7. Maintain adult education records, comply with adult education records storage, approved schedules, applicable district policies, and applicable state and federal laws/regulations.
8. Provide information regarding the creation, use, disposal, management, and preservation of records.
9. Attend training to administer multiple test and administer test according to adult education guidelines.
10. Responsible for management of the front desk area and friendly, professional customer service.
11. Attend staff development activities as assigned.

Other Duties:

Assume other responsibilities as assigned.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School diploma.
2. Previous clerical experience.



3. 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: 104

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.