



Job Title: Secretary I

Supervisor: Coordinator of Building Services

Terms of Employment: 190 days

Job Summary:

Perform general administrative duties and tasks to support a multi-department Horry County Schools facility. Greet visitors and direct them to the appropriate personnel or departments. Assist the District Office with projects and reports when necessary.

Essential Duties:

1. Perform normal office routines and practices.
2. Prepare all correspondences, forms, presentations, and reports assigned.
3. Schedule and coordinate meeting space in the facility.
4. Handle multiple telephone calls and door entrance requests
5. Check in visitors and vendors using the HCS check in system.
6. Operate a computer in all Microsoft Office programs and PeopleSoft.
7. Receive and route all incoming mail and packages.
8. Operate copy machine and other office machines.
9. Assist other Support Service Divisions as needed.

Other Duties:

Perform such other task and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma or GED
2. Associates Degree preferred.
3. Proven experience in an administrative or secretarial role.
4. Strong organizational skills and attention to detail.
5. Excellent verbal and written communication skills.
6. Proficiency in office software such as Microsoft Office (Word, Excel, PowerPoint) or Google Workspace.
7. Ability to manage multiple tasks and prioritize effectively.
8. Professional and polite demeanor with strong interpersonal skills.
9. Ability to handle confidential information with discretion.
10. Be open and flexible to change
11. The ability to work alone and in a team environment in a professional manner



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: 103

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.