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**Job Title:** Secretary I

**Supervisor:** Transportation Area Supervisor

**Terms of Employment:** 190 days

**Job Summary:**

Assure the smooth daily operation of the bus office and support the Area Supervisor and employees of the Department of Transportation.

**Essential Duties:**

1. Perform normal office routines and practices associated with the Department of Transportation.
2. Prepare all correspondence, forms and reports necessary for the Department of Transportation.
3. Order and purchase supplies, as needed, for the Department of Transportation.
4. Handle multiple telephone calls.
5. Operate a computer in all Micro Soft Office programs as well as Power School and People Soft.
6. Maintain daily attendance log for staff.
7. Receive and route all incoming mail and packages.
8. Operate copy machine and other office machines.

**Other Duties:**

Perform such other task and assume such other responsibilities as may from time to time be assigned by the Area Supervisor.

**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. Associates Degree preferred.
2. Keyboarding – 50 words per minute
3. Working knowledge of Microsoft Office and other computer application software and be proficient with Excel, Access, and Word.
4. Experience with management systems such as Power Schools and People Soft.
5. Good organizational skills.
6. Ability to communicate verbally and in writing well with others.
7. Working knowledge of office equipment such as copy and FAX machines and document scanners.

**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.***