



Job Title: Secretary IV

Supervisor: Executive Director of Transportation

Terms of Employment: 240 days

Job Summary:

Provides secretarial support to Executive Director of Transportation and administrative staff supporting Horry County Schools' Office of Transportation. Duties include management of special projects, office workflow, schedules, travel correspondence, budgets, and financial records

Essential Duties:

1. Prepare professional business letters as requested.
2. Displays a professionalism and business protocol associated with secretarial duties and responsibilities.
3. Proficient in the use of various software programs including, but not limited to, all Microsoft Office products.
4. Utilize specialized computer programs to access, enter, and transfer information and data.
5. Maintains calendars and coordinate meetings for the Executive Director of Transportation.
6. Receives, handles and stores confidential information pertaining to the District or Transportation Department.
7. Communicate with the public, employing discretion and independent judgment, directing individuals to the correct person, and efficiently resolving concerns.
8. Maintain records through filing, retrieval, retention, storage, compilation, and updating.
9. Maintains confidentiality of all records and personnel information.
10. Answer telephone, take messages, screen calls, and reply to questions in accordance with general instructions and office procedures and policies; transmit instructions and/or information to and from staff members; serve as office receptionist; greet, screen and direct callers to appropriate staff members.
11. Maintain and submit positive pay and employee absences for the Transportation Department.
12. Manage in-district and out-of-district travel.
13. Prepare purchase orders and financial reports.
14. Manages transportation office operations including problem solving, time planning, attention to detail, and organization.
15. Maintain calendars for driver trainers and coordinate training and testing of all bus drivers.
16. Assist with posting professional development information.
17. Assist other staff as needed and approved.
18. Key, file and duplicate materials for personnel as requested.

Other Duties:

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



Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy and district regulations on the evaluation of non-certified personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High school diploma; Associate Degree in a related field preferred.
2. Minimum of five years' experience in the secretarial field.
3. Computer proficiency and utilization of various applications.
4. Ability to work as part of a team.
5. Ability to complete training courses relevant to the completion of job assignments.
6. Ability to consistently carry out tasks in a highly organized manner.
7. Knowledge of basic grammar, mathematical, and clerical principles.
8. Such alternatives to the above qualifications as the Administration and/or 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 lift, 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 50 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, data entry, and sorting of materials.
- 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 11-17-2025