



Job Title: Secretary IV

Supervisor: Executive Director of Online Learning and Instructional Technology

Terms of Employment: 240 days

Job Summary:

Provides secretarial support to Executive Director of Online Learning as well as learning specialists and administrative staff supporting HCS Virtual, Instructional Technology, Grants and Library Media Programs. Duties include management of HCS Virtual enrollment data, special projects, office workflow, schedules, travel, correspondence, department web pages, budgets, and financial records.

Essential Duties:

1. Carry out routine office duties in a professional manner.
2. Use various software applications to assemble, manipulate and/or format data and/or reports.
3. Operate computer to access e-mail, electronic calendars, and other basic office support software.
4. Maintain and update department web pages.
5. Utilize specialized computer programs to access, enter, and transfer information and data.
6. Perform basic hardware maintenance, including but not limited to, changing printer cartridges, cleaning hardware as necessary, and ensuring proper cabling of computers and peripherals.
7. Communicating 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. Manage out-of-district travel.
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. Order office supplies and ensure maintenance of office equipment and facilities in proper repair.
12. Prepare purchase orders, financial reports, and maintain accurate financial records for the department.
13. Operate computers programmed with accounting software to record, store, and analyze information.
14. Assist with posting professional development information.
15. Participate in on-going staff development by attending workshops to enhance job performance.
16. Assist other staff as needed and approved.
17. Maintain confidentiality of records.
18. Key, file and duplicate materials for personnel as requested.
19. Carry out other tasks and responsibilities as assigned.

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):

- High school diploma; Associate degree in a related field preferred
- Previous experience with online learning or virtual school operations required
- Previous clerical experience
- Computer proficiency and utilization of various applications including advanced spreadsheet functions
- Ability to work as part of a team
- Ability to complete training courses relevant to the completion of job assignments
- Ability to consistently carry out tasks in a highly organized manner
- Knowledge of basic grammar, mathematical, and clerical principles
- 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 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