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**Job Title:** Secretary II

**Supervisor:** Building Principal

**Terms of Employment:** 200 days

**Job Summary:**

Assure the smooth operation of the school office so that the school's maximum positive impact on the education of each child can be realized.

**Essential Duties:**

1. Greet all visitors courteously, determine their needs, check appointments, and direct or escort them to the proper person.
2. Handle the multiple telephone system for school office.
3. Perform the usual office routine practices associated with a busy, yet productive and smoothly run office.
4. Receive and route all incoming mail.
5. Order supplies, as needed, for office and machine room.
6. Maintain a daily attendance log for staff.
7. Assist teachers and other staff members in preparing instructional materials and reports
8. Maintain in the nurse's absence, the health room, administer first aid, notify parents of accidents or illness when necessary, and supervise the release of students to a responsible person.
9. Prepare correspondence, reports, notices, and as needed.
10. Operate the public address system, copy machine, and other office machines.

**Other Duties:**

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

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 microcomputer application software.
4. Experience with a student management system, e.g. PowerSchools.



5. Such alternatives to the above qualifications as the Board and Administration 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. Duties may involve risk resulting from attending to students' behavioral, physical or sanitation/hygiene needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- 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.***