



Job Title: Secretary IV

Supervisor: Chief Officer of Human Resources

Terms of Employment: 240 days

Job Summary:

Assist in the smooth and efficient operation of the Human Resources Department and to relieve the Executive Director of routine tasks which may dilute his/her attention to the fulfillment of the educational philosophy of Horry County Schools.

Essential Duties:

1. Knowledgeable of HIPPA laws regarding confidentiality.
2. Prepare professional business letters as requested.
1. 3.Aware of 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. Prepare all recommendations to be presented to the Board.
5. Maintains and submits to the Payroll Office a record of Human Resources Department employees' absences.
6. Maintains a record of overtime earned and compensatory time used.
7. Coordinates the annual revision of the Employee Handbook.
8. Collects and prepares personnel agenda items to be presented at scheduled meetings.
9. Updates the policy manual, accreditations manuals, or certification manuals as new material is received.
10. Assists with coordination of Service Pins Award.
11. Notifies applicable department/division heads or principals of Board approval for recommended personnel.
12. Maintains a record of job descriptions for all employees.
13. Prepares reports and correspondence as directed by the Executive Director of Human Resources.

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 by the Director of accounting Services in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):



Candidate must meet No Child Left Behind (NCLB) requirements for a paraprofessional, which includes the Parapro Test, or hold an Associates degree or 60 college credit hours.

1. Demonstrated aptitude in general office procedures and use of office machines.
2. Minimum of five years' experience in the secretarial field.
3. 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 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: 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.