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**Job Title:** Administrative Assistant to Chief Officer

**Supervisor:** Chief Human Resources Officer

**Terms of Employment:** 246 days

**Job Summary:**

To provide secretarial and administrative support to the Chief Human Resources Officer.

**Essential Duties:**

1. Effectively communicate through daily interaction with department heads, principals, and other professional level staff and officials.
2. Compose and prepare general correspondence and reports.
3. Obtain, gather, organize pertinent data as needed and put this information into usable charts, tables, graphs, and various other appropriate reporting formats.
4. Assist with inquiries for information.
5. Assist with resolving employee complaints and concerns.
6. Maintain a schedule of appointments and make arrangements for conferences, etc.
7. Attend, record through dictation, and transcribe minutes and notes of employee meetings, various department and committee meetings, etc.
8. Responsible for maintaining an efficient and reliable filing system to ensure confidentiality.
9. Design and maintain databases.
10. Coordinate meetings and travel arrangements.
11. Place and receive telephone calls and record messages.
12. Maintain district policies, office manuals, and minute books.
13. Process incoming and outgoing correspondence as instructed.
14. Process invoices for payment, compile and process travel reimbursement forms, and order and maintain supplies as needed by the department.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may be assigned by the Chief Human Resources Officer.

**Job Specifications:**

Performance of this position will be evaluated in accordance with provisions of the district's policy.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Minimum three years experience installing, configuring, supporting and troubleshooting various High school diploma. Associate's degree preferred.
2. Specialized training in business education and office management.



3. Secretarial experience.
4. Knowledge of personal computer operations, including Microsoft Office products.
5. Ability to compose correspondence, analyze data, record and transcribe minutes, work independently and cooperatively, self-motivated, strong problem solving and communication skills, and ability to maintain confidentiality.

### **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: 112**

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.***