

SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs the duties of a School District Clerk as specified in Section 2503 of the New York State Education Law and serves as the Clerk to the Board of Education. The School District Clerk is appointed by the Board of Education and serves at the pleasure of the Board. The work is performed under the general supervision of the Superintendent of Schools with considerable leeway allowed for the exercise of independent judgment in the performance of routine daily functions of the office. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and publishes the agenda for the Board of Education meetings, including writing resolutions, typing agenda, copying agenda and distributing agenda and related documentation to Board members, school personnel, community members, community organizations and the news media;
- Attends Board of Education meetings, takes notes and prepares official minutes of Board of Education meetings and proceedings, and distributes minutes to board members and school personnel;
- Maintains the official minutes and records of the Board of Education;
- Assists the Board as a recorder at special meetings, public hearings, etc. as needed;
- Types communications, reports and memoranda to the Board of Education from the Superintendent and provides administrative assistance to the Superintendent as needed;
- Prepares documentation, maintains official records, and assists the coordinator of the School District Election in fulfilling legal requirements pertaining to the annual election of Board members;
- Prepares documentation and gives required notice of the Annual District Reorganization meeting and, as Clerk of the Board, calls the annual meeting to order and administers oath of office to new Board members;
- Maintains and annually updates the Policy and Procedures Handbook of the Board of Education;
- Provides certification of official board minutes for legal and official district use;
- Assists the Board President and members of the Board by taking notes and minutes, typing reports and answering routine Board of Education correspondence;

Assists Board members in making travel arrangements for attendance at local, state and national meetings, conference and workshops;

May serve as Notary Public to the Board and district staff members;

May serve as the School District Historian.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization, functions, by-laws, policies and regulations of the School District; thorough knowledge of the laws, regulations and procedures governing Board of Education meetings and proceedings, including scheduling and public notice requirements;

Thorough knowledge of regulations and procedures governing official record keeping and the methods used in preparing and maintaining such records;

Thorough knowledge of general office terminology, procedures and equipment;

Thorough knowledge of business English and arithmetic;

Ability to handle routine administrative details and confidential information independently, including the composition of routine correspondence and reports from notes as to form and content;

Ability to understand and interpret complex oral and written directions;

Ability to prepare statistical reports and charts independently;

Ability to establish and maintain effective working relationships;

Ability to deal effectively with the public;

Ability to type at an acceptable rate of speed;

Ability to solve complex clerical problems using good judgment;

Initiative, resourcefulness, tact and courtesy; accuracy;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Since the position of School District Clerk is in the exempt class, there are no minimum requirements.