

SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work performed under very general supervision and involving two major functions: (1) the recording of school board proceedings, and (2) the giving notice of school board appointment and other activities; the work may involve the use of stenographic skill in the taking and transcribing of board minutes. Supervision over others is not normally a responsibility of the position. Specific duties of a School District Clerk are described in Section 2121 of the New York State Education Law. A School District Clerk serves at the pleasure of the board. Usually the position is part-time. Except for nomenclature, the position School District Clerk is the same as Clerk of the Board, the title used in some districts.

TYPICAL WORK ACTIVITIES:

1. Records proceedings of all meetings of the voters;
2. Gives notice of time and place of district meetings;
3. Gives notice to every person elected or appointed to office of his election or appointment;
4. Notifies board of resignations accepted by district superintendent;
5. Keeps and preserves all records, books and papers belonging to the office;
6. Attends all meetings of trustees or board and keeps a record of their proceedings;
7. Places legal notices in newspapers when required;
8. Compiles statistical reports;
9. Conducts correspondence for the board;
10. Performs other miscellaneous related duties as assigned by the board;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the policies, practices and procedures of the employing school district; working knowledge of New York State Education Law and the Rules and Regulations of the Commissioner of Education; ability to prepare reports and correspondence; ability to keep detailed records; ability to work independently; ability to type and take and transcribe shorthand, if required; initiative; thoroughness; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Three (3) years of responsible business, administrative or secretarial experience; or an equivalent combination of training and experience.

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REVISED: 08/01/75
09/15/95