

## **CLERK OF THE BOARD**

### **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 appointments 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 Clerk of the Board are described in Section 2121 of the New York State Education Law. A Clerk of the Board serves at the pleasure of the board. Usually the position is part time. Except for the nomenclature, the position Clerk of the Board is the same as School District Clerk, 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 the 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 and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

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

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