

SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of duties as mandated by Section 2121 of the State Education Law which primarily involves a variety of clerical, financial record keeping and administrative duties in connection with the School District's and Board of Education's business activities. Recording of minutes of various meetings is done by rough draft, shorthand and/or tape recorder as required by the Board of Education Chairman. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Records proceedings of all meetings of voters;

Gives notice of the time and place of district meetings;

Attends all meetings of Board of Trustees and keeps a record of their proceedings;

Reads incoming correspondence to Board and distributes copies for Board members;

Prepares, types, reproduces, and distributes agenda for meeting;

Maintains master policy book describing Board policies and distributes copies to Board members;

Contacts Business Manager, Superintendent of Buildings and Grounds or other officials responsible for making physical arrangements for rooms, chairs, lights and other materials or equipment needed for meetings;

Arranges for voting machines or ballots and ballot boxes needed for polling places;

Invites vendors to bid, where required, by sending letter or by utilizing a newspaper advertisement;

Attends bid openings sessions, opens bids, participates in bid evaluation, assists in deciding firm to be awarded contract, and sends out notices of award of contracts;

Prepares various annual and periodical reports of District activities;

Keeps and preserves all records, books and papers of the District;

Does stenographic and typing work as to meetings of Board, replies to correspondence reports, and other data concerned with clerical and administrative duties of the position;

Keeps such accounting forms and adheres to accounting procedures as required by the Commissioner of Education;

EXAMPLES OF WORK (Illustrative Only) (continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

RECOMMENDED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business and public administrative procedures and practices; familiarity with the laws, regulations, practices and policies of the New York State Education Department; ability to take shorthand notes at approximately 80 words per minute; ability to type from straight copy at a rate of 40 words per minute; ability to understand and carry out complex oral and written orders; ability to handle administrative details independently; ability to promote and maintain effective public relations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school and six years of progressively responsible clerical and stenographic experience, two years of which involved considerable independence of action and public contact; or (b) graduation from a two-year post high school secretarial course and five years of experience as in (a) two years of which involved considerable independence of action and public contact; or (c) any satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.