

Jurisdiction: Schools & BOCES

Jurisdictional Class: Exempt

Revised: 6/24/92

## **SCHOOL DISTRICT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This work calls for the exercise of mature business judgment in carrying out an established routine. The incumbent is responsible for performing a variety of clerical duties in connection with the business management of a school district. Employees in this class are under general supervision of the Trustees or Board of Education, which formulates policy and checks on the work by means of periodic reports. This work may involve the use of stenographic skill in taking and transcribing minutes of board meetings. In common school districts this position is elective and therefore not subject to Civil Service. In most districts the position is part-time. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Records proceedings of all meetings of voters;

Gives notices of time and place of district meetings;

Attends all meeting of Trustees or Board of Education and keeps a record of their proceedings;

Sorts, indexes, and files material alphabetically and numerically;

Posts to ledger accounts from expense and appropriation records;

Writes vouchers and checks;

Keeps a record of all contracts and other legal forms.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of elementary account-keeping procedures; some knowledge of modern business administration procedures, public personnel practices, and governmental budgetary procedures; familiarity with the laws, regulations, practices and policies of the New York State school system; tact and courtesy, good judgment, ability to present oral and written opinions clearly and concisely; thoroughness and dependability; physical condition commensurate to do the job.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, of which one (1) shall have involved keeping or auditing accounts or an equivalent combination of training and experience as defined above.