

DEPARTMENT: SCHOOLS
CLASSIFICATION: EXEMPT
APPROVED: 2/24/86

SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of clerical duties for the Board of Education in a school district. Work calls for the exercise of mature judgment in carrying out established procedures. Employees in this class are under general supervision of the Board of Education which formulates policy and checks on work by means of periodic reports. Work may involve use of stenographic skill in taking and transcribing minutes of board meetings. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Gives notice of date and time of district meetings;
2. Attends meetings of Board of Education and keeps a record of their proceedings;
3. Sorts, indexes and files financial records and reports of the school district;
4. Posts to ledger accounts from expense and appropriation records;
5. Writes vouchers and checks;
6. Keeps a record of all contracts and other legal forms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of clerical procedures; familiarity with the laws, regulations, practices and policies governing school districts; tact and courtesy; good judgment; thoroughness and dependability. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State Equivalency diploma;

AND: Three (3) years of clerical experience, of which one (1) year shall have involved keeping or auditing accounts.