

DISTRICT CLERK

Minimum Qualifications: Every school district clerk must be able to read and write (Ed. Law 2102). He or she need not be a resident of the district. He or she must be a citizen and at least 18 years of age.

Reports to: Board of Education

Performance Responsibilities-Typical Work Activities:

1. Attends all Board of Education Meetings.
2. Accountable for the recording and typing of minutes of all Board meetings.
3. Collects information and records data, prepares tentative agenda for the Board of Education to review before the board packet is posted on the web site.
4. Takes charge of all Board correspondence as directed by the Board.
5. Post notices of Board meetings and with local newspaper along with providing an agenda of meeting to local newspaper and union officials.
6. Receives nominating petitions for candidates for Board membership.
7. Prepares and sends out ballot for voting on budget and board members.
8. Keeps the official records and files of the Board.
9. Receives all legal papers addressed to the Board.
10. Process all purchase orders for the Board of Education which includes memberships in school boards associations both local and state, and keeps track of their budget and initiates budget transfers as needed.
11. Files reimbursement forms for Board member expenses with the Business Office.
12. Makes all local, state and national school board conference arrangements for board members including registrations, room accommodations, etc. as well as registrations for local school board activities.
13. Collects mail addressed to individual Board members and distributes to them.
14. Other such duties as may be assigned by the Board of Education.

Terms of Employment: Annual appointment by the Board of Education

Evaluation: Performance is evaluated Board of Education

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.