

## SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work of a complex nature which calls for the exercise of mature judgment in independently carrying out School Board policies and legally required procedures. The work is performed under the general direction of the Board of Trustees, in accordance with Section 2121 and other applicable sections of the Education Law. The work may involve use of stenographic skills in taking and transcribing minutes of Board meetings. May assist with school district purchasing through maintaining records of purchasing activities, and assisting in the bid process. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Records proceedings of all meetings of voters;  
Gives required notice of time and place of every annual and special district meeting;  
Attends all meetings of trustees and keeps a record of their proceedings;  
Supplies notice of election or appointment of officers to the office holder;  
Prepares registers of qualified voters for all district elections;  
Keeps all records, books and papers belonging to the office;  
Prepares legal notices for publication as directed by the Board;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

When Assigned to Assist with School District Purchasing:

Assists in the processing of purchasing requisitions and bids;  
Performs a variety of related activities as required.

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority.