

## **DISTRICT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible school district officer position involving work of a complex clerical nature which calls for the exercise of mature judgment in independently carrying out Board policies and legally required procedures concerned with the management of a school district. 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. Appointees serve from appointment until the next annual meeting of the district, and until their successors are elected and have qualified. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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 Town Clerk and 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.

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

Good knowledge of laws and statues concerned with the Office of the School District Clerk; working knowledge of office procedures and equipment; ability to maintain accurate files and records.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by the appointing authority. Although an officer of the district, the District Clerk need not be a resident of the school district to hold such office in such district (see Section 2102 of the New York State Education Law).