

CLERK OF THE BOARD

Code No.: 5-03-014

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important position in a school district responsible for providing secretarial support to the Board of Education which includes serving as recording secretary at each meeting and legal custodian of all financial records and reports of the school district. The Clerk of the Board is required to work at night when attending meetings, elections and special sessions. This employee works independently under general supervision from, and reports directly to, the Board President or Superintendent of the School. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Attends all Board of Education meetings and study sessions, keeps records of all meetings and prepares minutes;

Prepares agenda and materials for Board packets prior to meetings;

Makes all arrangements for Board meetings, budget votes and elections;

Composes and types letters, forms, notices, minutes for Board members;

Answers requests for information material and appointments;

Maintains confidential files and official records of the Board;

Makes travel arrangements and reservations for Board members;

Completes forms, notarizes and affixes official seal on legal documents and contracts;

Updates Board Policy Manual and procedures manual.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the organization, functions, policies and regulations of the school board; good knowledge of standard office procedures, practices and methods; good knowledge of the Freedom of Information Law; good knowledge of the New York State Education Law as it pertains to the Board; good knowledge of English composition, grammar and spelling; good knowledge of format, terminology, and vocabulary used in business correspondence; organizational skill; ability to type rapidly and accurately; ability to perform complex secretarial and routine administrative assignments; ability to organize and maintain a filing system; ability to record minutes in shorthand or longhand; ability to compile material for an agenda; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; record-keeping ability; confidentiality; good judgment; tact; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with

the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 8, 1987