

Jurisdictional Class: Competitive
Adopted: September 4, 2012
Revised:

DEPUTY SCHOOL DISTRICT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a position that acts in the absence of the School District Clerk and involves performing specialized clerical duties in association with the meetings, elections, and record keeping of a School Board of Education per powers vested under the section of the Education Law of New York State appropriate to that district. The work is performed under supervision of the School Board of Education, with leeway allowed for the exercise of independent judgment in performing the duties of the position in accordance with established policies and procedures. Supervision is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

All duties listed below are performed in the absence of the School District Clerk:

- Gives public notice of the time and place of all regular and special school district meetings, attends each meeting, and records the proceedings of these meetings;
- Maintains and preserves all financial, legal, and other pertinent records of the school district;
- Assists in the preparation of agendas setting fourth all known items of business to be considered at Board meetings and distributes agendas to board members prior to meetings;
- Acts as Registrar at all school elections, supervises tellers at all elections, and keeps all pertinent records on voter registration;
- Notifies persons elected or appointed to school districts office;
- Publishes legal notices concerning the school district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough knowledge of general office terminology, procedures, equipment, and clerical techniques;
- Good knowledge of business English, grammar, spelling, and arithmetic;
- Ability to make decisions in accordance with laws and regulations and to apply these to work problems;
- Ability to rapidly acquire knowledge of laws, regulations, and practices of the New York State School System;
- Ability to establish and maintain effective working relationships with co-workers, superiors, and the general public;
- Ability to type accurately;
- Ability to understand and follow complex oral and written directions;
- Sound judgment;
- Accuracy;
- Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in performing general clerical duties of an agency.