

**DISTRICT CLERK  
JOB DESCRIPTION**

**TITLE:** District Clerk

**REPORTS TO:** Board of Education

**RESPONSIBILITIES:**

- 1) Attend all meetings of the Board and keep a record of its proceedings and record, by name, those in attendance.
- 2) Prepare minutes of the meetings of the Board, obtain their approval by the Board at the next meeting and forward copies of the minutes to each member of the Board.
- 3) Send notices of special meetings to members of the Board; contacts and communicates with members as required.
- 4) See that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law.
- 5) Maintain an up-to-date record of Board policies and by-laws.
- 6) Deliver to, and collect from, the President or Vice President such papers for signature as may be necessary.
- 7) Distribute notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law.
- 8) Prepares documentation, maintains official records and coordinates all aspects of the annual Budget Vote and School Board Elections.
- 9) Administers oaths of office, as required by Section 10, Public Officer's Law.
- 10) Give written notice of appointment to persons appointed as inspectors of election.
- 11) Call all meetings to order in the absence of the President and Vice President.
- 12) Assume other duties customary to the office.
- 13) Other duties as assigned by the Board.
- 14) Serves as Notary Public to the Board and district staff members for notarial certification on forms reports, etc.

**TERMS OF EMPLOYMENT:** Appointed annually by Board at Reorganizational Meeting.