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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SCHOOL DISTRICT CLERK
Code: 010100 AFA
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GENERAL STATEMENT OF DUTIES

Is responsible for performing a variety of clerical duties in connection with the business management of a school district; does related work as required.

COMPLEXITY OF DUTIES

This work calls for the exercise of mature business judgment in carrying out an established routine. Employees in this class are under general supervision of the trustees or board of education, which formulates policy and checks on the work by means of periodic reports. This work may involve use of stenographic skill in taking and transcribing minutes of board meetings. In common school districts this position is elective and therefore not subject to Civil Service. In most districts the position is part-time.

TYPICAL DUTIES

1. Records proceedings of all meetings of voters.
2. Gives notice of time and place of district meetings.
3. Attends all meetings of trustees or board of education and keeps a record of their proceedings.
4. Sorts, indexes, and files material alphabetically and numerically.
5. Posts to ledger accounts from expense and appropriation records.
6. Writes vouchers and checks.
7. Keeps a record of all contracts and other legal forms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Good knowledge of elementary account-keeping procedures.
2. Some knowledge of modern business administration procedures, public personnel practices, and governmental budgetary procedures.
3. Familiarity with the laws, regulations, practices and policies of the New York State school system.
4. Tact and courtesy.
5. Good judgment.
6. Ability to present oral and written opinions clearly and concisely.
7. Thoroughness and dependability.
8. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Three years of clerical experience of which one shall have involved keeping or auditing accounts

and

Graduation from a standard senior high school;

or

Any satisfactory equivalent combination of the foregoing education and experience.