

BOARD CLERK

REPORTS TO: _____ Superintendent _____

FLSA Designation: Non-Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Attend all meetings of the Board of Trustees, unless excused by the chairperson.

Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.

Assist Board Chair and Superintendent with preparation of the Agenda and preparation of Board packets.

Work with other Business Office Personnel to supply reports and data at the request of the Board.

Responsible for the administration of all elections. Responsible for the preparation of all notices for elections.

Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.

Assist Business Manager in keeping accurate and detailed accounts of all receipts and disbursements.

Responsible for drawing and countersigning all warrants for expenditures.

Directs and maintains records of paid/unpaid invoices and purchase orders

Assist Business Manager with internal auditing of school accounts and maintaining an internal auditing program.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.