

CLERK TO THE BOARD, BOCES

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work of a complex nature which calls for the exercise of independent judgment in carrying out Board policies and legally required procedures. The work is performed under the general direction of the Board of Trustees, in accordance with Section 2121 and other applicable sections of the Education Law. The work may involve use of stenographic skills in taking and transcribing minutes and/or tape recording of Board meetings. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records proceedings of all meetings of voters;
Gives required notice of time and place of every annual and special district meeting;
Attends all meetings of trustees and keeps a record of their proceedings;
Supplies notice of election or appointment of officers to the Town Clerk and to the office holder;
Prepares registers of qualified voters for all district elections;
Keeps all records, books and papers belonging to the office;
Prepares legal notices for publication as directed by the Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record keeping practices; working knowledge of public relation practices; working knowledge of the laws, the regulations and policies of Section 2121 and other applicable sections of the Education Law; ability to present oral and written reports clearly and concisely; ability to read and interpret moderately difficult written materials; ability to handle administrative details independently.

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority. Appointment is restricted to qualified voters of the district.

R.C.D.P. (08.07.1979) 05.13.2015
Exempt