

Board Clerk

FLSA Status: exempt

Last Revised: December, 2016

DEFINITION: Under general direction, provide care and custody of the records, books, and documents of the Board of Trustees to ensure efficient and lawful operation of the school district. To accomplish these tasks, the Board Clerk must work closely with the staff and administration of Lincoln County School District.

RESPONSIBLE TO: Superintendent

TERMS OF EMPLOYMENT: Hourly

PAY RATE: Hourly

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Organizes and maintains complex and sensitive documents, records and files.
2. Assists in monitoring assigned district activities and/or program components (e.g. public relations issues and/or releases, board/district mandated processes, etc.) for the purpose of achieving District objectives; meeting target dates; and complying with financial, legal and/or administrative requirements.
3. Attends all School Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of other attendees.
4. Compiles data from a wide variety of diversified sources (e.g. agenda items, materials submitted by other departments or staff members, incoming mail and documents, budget requests, specific budget categories, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
5. Composes a wide variety of complex written materials (e.g. draft and final correspondence, publications, Board of Education reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
6. Creates a reports and written materials (e.g. correspondence, agendas, minutes, newsletters, bulletins, programs, financial statements, reports, calendars, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in accordance with district, state, federal and/or administrative requirements.
7. Maintains complex manual and electronic documents, files and/or records (confidential and non-confidential) (e.g. contacts, legislative information, policy documents, etc.) for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
8. Orders supplies and equipment for the purpose of ensuring availability of items as needed. Organizes activities for the Superintendent and the Board of Education (e.g.

- meetings, hearings, presenters, travel/accommodations, etc.) for the purpose of completing projects and/or delivering services in compliance with established guidelines.
9. Responds to a wide variety of inquiries, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
 10. Schedules a wide variety of activities (e.g. meetings, travel arrangements, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
 11. Serves as a resource and liaison to individuals, committees, and/or organizations for the purpose of conveying and/or gathering information required for district operations.
 12. Supports the Superintendent and Board of Education for the purpose of providing assistance with their administrative functions.
 13. Participates in meetings, workshops and/or seminars for the purpose of taking minutes, developing recommendations, conveying and/or gathering information.
 14. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- District policies, regulations, and procedures;
- Management of information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting;
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to:

- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Take minutes of meetings
- Compile, tabulate, and verify data and information for completeness and accuracy in regards to records and reports.

Ability to:

- Promote public relations and deal tactfully and diplomatically with people;
- Gain cooperation or conformance without authority;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate professionally in a clear, concise manner.

Required Certifications and Licenses:

Possession of a valid driver’s license or alternate means of travel.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material.

Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____