

An Equal Opportunity / Affirmative Action Employer
EMPLOYMENT OPPORTUNITY

DATE OF POSTING: June 13, 2019

POSITION: Clerk of the Board Full-Time / Probationary

ASSIGNMENT: Board of Education (located in District Office)

RESPONSIBILITIES:

- Act as clerk at all Board meetings; preparation of meeting agenda; taking, transcription and submission of meeting minutes
- Responsible for all aspects of any school district election, special election or referendum
- Have working knowledge of the State Education Law concerning the office of the District Clerk, such as the laws governing procedures for annual District meetings and elections, candidates' petitions and qualifications, teacher tenure hearings, etc.
- Act as Records Access Officer for the District; preserve all records, books, and papers, including indexing and filing of materials, including Board policy manual
- Responsible for all correspondence (written and verbal) by and for Board members pertaining to Board business
- Administer the Oath of Office when necessary
- Prepare and arrange publication of legal notices
- Receive subpoenas and claims against the District as well as process appeals to the Commissioner of Education and notify the school attorney when served
- Process registrations for Board members attending various seminars and workshops, make travel arrangements for Board members on board-related trips, and process travel reimbursements
- Process all purchase orders for supplies and services relating to the Board;
- Shall work on Board-related projects undertaken by Board members
- Responsible for handling and performing a variety of complex and confidential duties
- Any other responsibilities required by law or deemed necessary by the Board of Education or Superintendent

QUALIFICATIONS:

- Graduation from a regionally accredited college with an Associate's Degree and at least three (3) years of executive level office experience, or
- Graduation from high school and five (5) years of executive level office experience, and
- Experience preferred with Microsoft Office and G-Suite Suite and familiarity with various office equipment
- Must be a Notary Public (or obtain within 30 days of appointment)

EFFECTIVE DATE: July 2019

SALARY: \$40,000.00 - \$42,000.00

CLOSING DATE: June 21, 2019

Please send letter of interest (with the posting number), resume, and supporting credentials to:

Office of Human Resources
475 First Street, Troy NY 12180

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to see employment with the District when job openings occur.