

CLERK - BOARD OF COOPERATIVE EDUCATIONAL SERVICES

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical financial record keeping and administrative duties in connection with the District's, the Board of Cooperative Educational Services business management activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of duties as mandated by Sections 1958 and 2121 of the State Education Law which primarily involves the clerical and administrative activities of the Board. Recording of minutes of various meetings is done by rough draft, shorthand and/or tape recorder as required by the Board President.

EXAMPLES OF WORK: (Illustrative Only)

Records proceedings of all meetings of voters;

Gives notice of the time and place of district meetings;

Attends all meetings of the Board and keeps a record of their proceedings;

Reads incoming correspondence to Board and distributes copies for board members;

Prepares, types, reproduces and distributes agenda for meeting;

Maintains master policy book describing Board policies and distributes copies to Board members;

Contacts Business Manager, Superintendent of Buildings and Grounds or other officials responsible for making physical arrangements for rooms, chairs, lights and other materials or equipment needed for meetings;

Arranges for voting machines or ballots and ballot boxes needed for polling places;

Invites vendors to bid, where required, by sending letter or by utilizing a newspaper advertisement;

Attends bid openings sessions, opens bids, participates in bid evaluation, assists with deciding firm to be awarded contract, and sends out notices of award of contracts;

Prepares various annual and periodical reports of District activities;

Keeps and preserves all records, books and papers of the District;

Does stenographic and typing work as to meetings of Board, replies to correspondence reports, and other data concerned with clerical and administrative duties of the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business and public administrative procedures and practices; familiarity with the laws, regulations, practices and policies of the New York State Education Department; ability to take shorthand notes at approximately 100 words per minute and transcribe the notes on a typewriter at not less than 35 words per minute; ability to type from straight copy at a rate of 50 words per minute; ability to understand and carry out complex oral and written orders; ability to handle administrative details independently; ability to promote and maintain effective public relations; accuracy; resourcefulness; initiative; neat personal appearance; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and six years of progressively responsible clerical and stenographic experience, two years of which involved considerable independence of action and public contact; or (b) graduation from a two-year post high school secretarial course and five years of experience as in (a), two years of which involved considerable independence of action and public contact; or (c) any satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.