Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Clerk of Board**

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training/Experience Required: As determined by the Board of Supervisors.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/recordkeeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or whole numbers.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computers, calculators, and multi-line telephone consoles. Advanced level of WordPerfect.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Job Goal (Purpose of Position): Performs skilled-level duties under limited supervision to assist in the efficient functioning of the Board of Supervisor's meetings. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for Board members. Has regular contact with the School Board and with important clients/visitors to see the Superintendent.

Other Performance Measurers: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the education system.

Essential Job Functions (Performance Responsibilities):

1. Gives public notice and attends all meetings of the Board.

2. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board.

3. Assists in a preparation of agendas setting forth all known items of business to be considered at Board meetings and makes agendas available to Board members.

4. Publishes all legal notices concerning district business.

5. Performs other duties as required by the Board.

Site: Administrative Service Center

Supervision Exercised: None

Reports to: Board of Education

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person.

Terms of Employment: As determined by the Board

Salary: As determined by the Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

Approved 03/08/1993