

Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: School District Clerk

Reports To: Superintendent of Schools

Qualifications: Knowledge of office procedures, computer applications, strong communication skills and familiarity with or ability to learn election procedures for school district elections

Physical Demands: Ability to lift 5 pounds, sitting for long period of time

General Duties & Responsibilities:

- Candidate filing process, manages the filing of declaration of candidacy for residents seeking offices as school district officers, declares who has filed and work with Secretary of States Office as needed
- Prepare and deliver school district ballots and absentee ballots, work with town clerks as needed
- Publish notices including posting warrants and other legal notices
- Take and complete meeting minutes and official actions of district meeting
- Acts as official records custodian of these permanent records
- Report election results of school district officers/communicate with newly elected candidates
- Manage lottery process if needed
- Administer Oath of Office for newly elected officers
- Take and complete meeting minutes at district meeting
- Sign MS 22 – Report of Appropriations
- Receives applications for recounts and coordinates with the Moderator to conduct them
- Moderator backup, in the absence of a moderator the clerk may be required to serve as the temporary moderator until a replacement is chosen

This is an appointed position for one year by the School Board.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

April 17, 2026