

District CLERK

REPORTS TO: Board of Trustees

ESSENTIAL FUNCTIONS:

Attend all meetings of the Board of Trustees, unless excused by the chairperson or Superintendent.

Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.

Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.

Maintain cooperative working relationships with those contacted in the course of work.

Responsible for keeping accurate and detailed accounts of all receipts.

Responsible for drawing and countersigning all warrants for student activity fund 184.

Responsible for the preparation of all notices for School Board meetings and elections.

Responsible for all duties as assigned by the Trustees as it relates to elections and in accordance with 20-20-401, MCA and the school elections handbook as supplied by Montana Office of Public Instruction.

Responsible for preparation, advertisement, and dissemination of district employment openings.

Responsible for preparing and submitting food services and transportation financial reports to the superintendent and the Board as requested.

Responsible as the Transportation Director for duties as assigned.

Responsible as the Foods Services Supervisor for duties as assigned.

Responds to questions regarding employee benefits, credentials, TB tests, fingerprinting, and other terms and conditions of employment.

Assists applicants with completing the application packet as needed.

Responsible for preparation of Board packets.

Processes all authorized invoices.

Maintains records of paid/unpaid invoices and purchase orders as requested.

Assists in budget preparation and with audits as requested.

Processes payroll data for all School District employees and prepares payroll checks for distribution.

Maintains up-to-date files of all payroll information.

Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Three year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Basic arithmetic, filing, and record-keeping procedures.

Proficiently operate copier, computer (IBM & Mac), word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop.

Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.

Receive and give information over the telephone or in person in a courteous manner.

Handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.

Able to express himself/herself clearly and concisely in both oral and written communications.

Communicate effectively with students, community, and staff.

Compile and maintain accurate and complete records and reports.

Understand and carry out oral and written instructions.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Prior knowledge of Montana Open Meeting Laws, District Policy and public meeting procedures

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner.

Proficiently operate copier, computer, word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, Adobe Pro, Excel, Access, MS Word, Infinite Campus and Catapult.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: October 1, 2021

Revised on: