



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title District Clerk
Reports To Chariho Regional School Committee
Level/Grade
Type of position: 12 Month 10 Month Contractor

Qualifications

- Must possess sufficient clerical/stenographic skills to perform the duties noted below.
- Should have a working knowledge of parliamentary procedures, the Access to Public Records Act, and the RI Open Meetings law.

Essential Duties and Responsibilities *(other duties may be assigned)*

- Advertise and post all School Committee and District meetings in accordance with the Chariho Act and the Rhode Island Open Meetings law.
- Attend and take minutes at all School Committee and District meetings.
- Prepare any required correspondence for Chairperson's signature.
- Submit minutes that comply with the RI Open Meetings law for approval by the governing body.
- Insert approved minutes in official minutes book.
- Arrange special accommodations for meeting attendees, as requested.

Supervises

N/A

Skills Required

- Knowledge of modern office practices and procedures, including considerable knowledge of relevant administrative rules and regulations.
- Relevant computer software (including but not limited to Word, Excel).
- Requiring considerable knowledge of office and third-party regulations and procedures.

Ability to:

- Maintain confidentiality.
- Carry out a wide variety of complex clerical functions with a minimum of supervision.
- Maintain a variety of detailed records and prepare reports from such records.
- Deal courteously and effectively with the public.
- Understand and follow oral and written instruction.
- Operate office equipment as noted above.

Physical Demands

- The physical demands described here 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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

High School Diploma

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 10/24/2002

Revised Date: 8/1/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.