

DUTIES OF THE DISTRICT CLERK

1. Attend all Board meetings and keep a record of their proceedings.
2. Give notice of annual meetings, special district meetings, etc.
3. Keep and preserve all office records, books and papers and deliver same to successor clerk.
4. Maintain the constitutional oaths of office.
5. Maintain and file appropriate Civil Service Personnel forms and records.
6. Sign all legal documents requiring the signature of the clerk.
7. Maintain responsibility for the publishing of all legal notices concerning district business.
8. Handle correspondence pertaining to official business of the Board of Education.
9. Discharge the other duties listed under Education Law and all other laws.