



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE: November 17, 2023
POSITION: District Clerk/Confidential Secretary to the Superintendent
SALARY: Starting at \$50,000.00 per year
EFFECTIVE DATE: December 18, 2023

CLASSIFICATION REQUIREMENTS:

- Minimum of three (3) years' experience as an administrative/executive assistant/secretary
- Proficient in the use of nVision, Excel, and Microsoft Office
- Possess current knowledge of the New York State Education Law concerning the office of the District Clerk
- Licensed as a Notary Public; preferred

GENERAL JOB DESCRIPTION:

- Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, organization and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications;
- Organize and attend all school board meetings (regular, special, and public hearings) for the purposes of providing information, agenda, recording minutes, coordinating material distribution and/or supporting the needs of the attendees;
- Prepare and coordinate items for the Annual Organizational Meeting of the Board;
- Organize and supervise the Annual School District Budget Vote and Election;
- Prepare public notices for dissemination, posting and publishing in newspapers;
- Maintain and manage all FOIL (Freedom of Information Law) inquiries;
- Receive all legal documents (confidential and non-confidential) served upon the school district;
- Sole custodian of the school district seal. Verify, sign and seal various official documents;
- Serve as liaison to the Board of Education; providing support to the Board, Superintendent and other district personnel for the purposes of achieving the district's mission and goals;
- Oversight and coordination of home instruction;
- Maintain district seniority lists;
- Program electronic sign;
- Management of the District's confidential and non-confidential records inventory, filing, retention schedules, storage, retention and disposition, and historic preservation;
- Research and prepare responses to requests for records;
- Support the work of other District Office administrators, as needed;
- Other duties as assigned by the Superintendent and/or the Board of Education.

APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

APPLICATION DEADLINE:

December 4, 2023

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).