

Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools

Position: School District Clerk

Status: Part-Time; Stipend Position

Qualifications: Must be a registered voter of the School District (RSA 671:18); cannot be a member of the School Board (RSA 195:5,1); must possess basic computer knowledge and clerical skills.

Reports to: School Board

Job Goal: Performs the duties mandated by New Hampshire law. Many of those duties are clerical or administrative in nature.

Performance Responsibilities:

- Prepares ballots for School District elections. (RSAs 699:23 and 671:20), and delivers the ballots to the town moderator before the opening of the polls at the town elections. (RSAs 671:20 and 671:25);
- Provides for absentee voting as required by RSAs 669:26 – 669:29. (RSA 671:21);
- Receives from town election officials after ballots are counted, the number of votes received by each candidate for school district office. (RSA 671:26). Upon receipt of the list, records the results from each town and shall, when the results from all towns within the School District have been recorded, determine, and announce the names of the winning candidates. (RSA 671:26);
- May administer oaths to all elected or appointed School District officials. (RSA 92:5). Keeps record of the certification of all oaths administered to elected or appointed School District officials. (RSA 92:6);
- After the annual meeting, reports the names and post office addresses of all School District officers to the Commissioner of Revenue Administration and to the Commissioner of Education. (RSA 671:31);
- At any time, reports to the Commissioner of Revenue Administration and the Commissioner of Education the names and mailing address of School District officers who are appointed or are elected. (RSA 617:31);
- Receives recount petitions and fees. (RSA 671:32). Serves on the Board of Recount. (RSA 671:21). Appoints the time and place for recounts. (RSAs 40:4-c and 669:30). Notifies candidates of time and place for recounts. (RSA 669:31). At the recount, publicly breaks the seal and opens the ballot packages. (RSA 669:32). At the conclusion of the recount, preserves the ballots. (RSA 669:33);
- If office of moderator is vacant, acts as moderator until moderator pro-tempore is chosen by the meeting or election. (RSAs 197:20 and 671:33);
- Appoints assistant clerks for each additional polling place. (RSA 40:15);
- Shall be available between 3:00pm – 5:00pm on any day that the election hours require a filing with or an action by an official (e.g., last day for candidates to file and last day to submit petition warrant articles). (RSA 652:20);

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- Records in Registry of Deeds a petition to take land for schoolhouses. (RSA 199:19-a);
- Performs same duties as Town Clerk when the School District establishes a capital reserve fund. (RSAs 35:11 to 35:13);
- Records posted warrant in School District records. (RSA 197:10);
- Keeps true written records of the Annual Meeting which includes preparing minutes of the Annual Meeting's deliberative session. (RSA 199:20);
- Is served with legal process in lawsuits against the School District. (RSA 510:10). Promptly provides Superintendent with copies of those papers;
- Performs any other duties as may be required by law.

Suggested process for appointment of the School District Clerk:

RSA 195:5 requires the School Board to appoint the School District Clerk annually; however, it does not specify the process that the School Board must use. The following is a process that the School Board can utilize to appoint the School District Clerk.

If more than one candidate applies follow steps 1 through 5. If only one candidate applies, proceed from step one to step 5.

1. Advertise for the position by posting at the SAU office and in the other school buildings in which job openings are posted;
2. At a meeting held and posted in accordance with the Right-to-Know Law, the School Board or subcommittee of the School Board screens all applications and identifies candidates to be invited for interviews;
3. At a meeting held and posed in accordance with the Right-to-Know Law, the School Board interviews the selected candidates;
4. The School Board discusses the candidates in public;
5. The School Board publicly votes to appoint a candidate.

NOTE: The School District Clerk is a public official, not an employee, so interviews, discussions, and votes regarding the selection of this candidate must occur in public. It is, however, permissible to discuss candidates in non-public only if the School Board will be discussing matters that would adversely affect the reputation of the candidate(s).

Original Effective: 03-2012

Revision Date: