

Job Description: Hooksett School District Clerk

The School District Clerk is elected every two years by the voters in March. Clerk plays a crucial role in the smooth execution of helping to inform the voters of the Deliberative Session, Warrant Articles, and Election and much of the role is prescribed by NH state law and Hooksett School District.

Clerk is responsible for posting/publishing relevant postings, certifying forms and candidates, and ensuring certifications of election outcomes. Clerk's term begins immediately after elections and serves until the end of their responsibilities or until the next Clerk is elected, whichever comes later.

Key Dates and Responsibilities/Annual Cycle:

1. Meet/communicate throughout the year with School Board, School District Moderator, and Town Clerk as needed.
2. Post and publish all relevant warrants and notices
3. Attend Town Election Committee meeting (Early to mid-January) to review plans for Election Day.
4. Assist Town Clerk in preparation of official ballots for town and school district elections and certify all candidate forms.
5. Attend Blank Ballot Count date (February-March) to certify blank ballots.
6. Attend any training offered to support the role of the School District Clerk.
7. Record the minutes of the School District Deliberative Session.
8. Assist Town Moderator with Election Day set-up and the day before and act as Assistant to Town Moderator and Town Clerk on Election Day when School District Elections are the same day. Certify the results of the elections.
9. Report back to the Hooksett School Board at a regularly-scheduled meeting after Election Day on the success of the year's process.
10. Any other responsibilities as prescribed by law and/or as requested or required by the Hooksett School Board.