

Eugene School District 4J

Code: **BCC**
Adopted: 7/2/73
Revised: 9/17/97; 11/2/83
Orig. Code(s): 1510, 1530; 1520

Appointment and Duties - Clerk, Deputy Clerks

As provided in ORS 332.515, the district school board shall designate the chief administrative officer of the district as the clerk. The board shall also appoint qualified persons as deputy-clerks.

Duties of the Clerk

The clerk shall have the following duties:

- Receive, hold in custody, and expend all funds of the district as required by law and as directed by the board;
- Furnish bond as required by law;
- Keep a record of all meetings, post or publish all documents and, together with the chair, execute all legal documents and perform such duties as may be prescribed by the board or required by law.

Duties of the Deputy-Clerks

The deputy-clerks shall perform the duties of the clerk at such times as the clerk is absent or otherwise unable to serve and shall perform other duties as delegated by the clerk.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.515](#)