DUTIES AND RESPONSIBILITIES OF DISTRICT CLERK

by:
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A district clerk position entails a lot of important duties and responsibilities. Being a part of the district office, it necessitates one to execute a significant role which would be beneficial to all. It is not an easy job instead several worthwhile obligations lie on your very hands.

In order to fulfill the part of being a district clerk one should consider the following:
highlighted tasks of a district clerk:

To provide clerical support and services to the district supervisor. It is the primary duty of the clerk to perform clerical jobs in support to the district supervisor. He or she should see to it that all the papers are accurate and well-typed.

To ensure that all the district files and documents are completely submitted. The district clerk has a tremendous work concerning the entire district. He or she has to collect all the pertinent files of the schools and have them submitted to the division level.

To coordinate various transactions with the municipal office. Another important task of the district clerk is to transact the district matters to the municipal officials and offices. It is essential that the dealings with the said important people should be clear and organized.

To maintain the recordkeeping of the district important documents. As a district clerk you are well-trusted with various files that are pertaining to the different school matters. It is proper that these documents should be recorded completely and are kept in a safe place.
To communicate effectively with varied district and community officials. Aside from the municipal officers, the district clerk may also deal with the different district and community officials as in the different barangays who are coming to the district office. It is highly anticipated that you should talk with them with much reverence.

To execute general office duties such as answering telephone inquiries, filing mails and memorandums. As working in the normal office, the district clerk may be more engrossed in telephone conversations, receiving mails and e-mails and also filing memorandums.

To follow up and consolidate various school reports. There are times that the reports coming from schools are delayed. The district clerk may politely ask for their submission in order to maintain the updated reports.

To typeset and print correspondence or letter. Acting as secretary of the district supervisor, the district clerk may computerize and print official letters or correspondence for the sake of conveying messages to the concerned persons.

To keep record in high confidentiality protocols. There are times that important documents should be in strict confidence. It is anticipated that the sanctity of the papers may be observed.

To arrange and informs meetings of school heads. The district clerk may call or send a message to the school heads informing them of a prospective district staff meeting. The district clerk may exercise this practice in order to disseminate information.

To generate and distribute memos and notices. There are memorandums coming from the national, regional, division and district levels. The district clerk may reproduce these and be given to the concerned people.
Various tasks are on the hands of the district clerk and these should be done efficiently.

References:

https://www.roberthalf.com/officeteam/job-seekers/career-center/5-qualities-every-successful-administrative-assistant-shares