

SECRETARY TO PLANNING BOARD AND ZONING BOARD OF APPEALS

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work involving responsibility for attending meetings, recording and typing minutes, conducting correspondence and maintaining files of both a municipal planning board and zoning board of appeals. Work is usually part time and performed under the general supervision of the chairpersons of the planning board and zoning board of appeals. Supervision of others is not normally a responsibility of the position.

TYPICAL WORK ACTIVITIES:

1. Records, summarizes and types minutes of planning board and zoning board of appeals meetings;
2. Conducts correspondence for planning board and zoning board of appeals;
3. Maintains board files and records;
4. Schedules hearings and notifies appropriate individuals;
5. Places legal notices in newspapers when required;
6. May answer telephone calls concerning planning and zoning matters, referring complex questions to superior;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the policies, practices and procedures of the municipal planning and zoning board of appeals; good knowledge of grammar, punctuation and spelling; ability to take accurate and complete notes; ability to summarize notes and organize into appropriate format; ability to type accurately; ability to keep detailed records; ability to compose routine correspondence; ability to work independently; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

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ADOPTED: 08/04/81