

SECRETARY TO ENVIRONMENTAL BOARD

Code No: 4-05-237
EXEMPT PENDING NEW
YORK STATE APPROVAL*

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position involving preparing materials for Environmental Board meetings, attending and recording the minutes and notifying concerned parties of the Board's decisions. The employee reports directly to and works under the direct supervision of the Director of Development Services. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Attends Board meetings conducted in the evenings and records proceedings and takes minutes;

Transcribes, and compiles the minutes of Board meetings and distributes to appropriate individuals and agencies;

Attends Town Development Review meetings and compiles reports resulting from these meetings;

Prepares and distributes agendas for meetings and ensures availability of necessary support documentation;

Obtains and provides information on Board matters to the public and government staff;

Notifies residents of hearings;

Researches items for the Board;

Assists in preparing and distributing resolutions;

Notifies necessary parties of Board actions and decisions;

Prepares legal notices, and types related correspondence and memos;

Performs secretarial duties such as answering the phone, taking messages, and utilizing electronic office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practice and equipment; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary, and letter formats used in business correspondence; working knowledge of the Environmental Board regulations; ability to record proceedings in longhand or shorthand; ability to type rapidly and accurately; record keeping ability; ability to plan and organize work; ability to deal effectively with Board Members, the public, professionals and government agencies; ability to operate a variety of electronic office equipment; ability to utilize a computer and a variety of

software programs in the performance of duties; ability to research information independently for supervisor's use; ability to establish and maintain a filing system; ability to follow oral and written directions; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 5, 2003

*Denied exempt at the 10/18/04 meeting of the NYS Civil Service Commission for the Town of Greece. Denial w/o prejudice to the Town passing an appropriate law.