

SECRETARY TO THE CONSERVATION BOARD

Code No. 3-05-154
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible secretarial position involving preparing materials for Conservation Board meetings, attending and recording the minutes and notifying concerned parties of the Board's decision. The employee reports directly to and works under general supervision from the Board Chairperson. 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 Conservation Board meetings conducted in the evenings and records proceedings;

Prepares the minutes of Board meetings and distributes to appropriate individuals and agencies;

Prepares and distributes agendas for meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices 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 Conservation Board's ordinances, codes and regulations; ability to record proceedings; ability to type rapidly and accurately; recordkeeping ability; ability to plan and organize work; ability to complete documentation within a reasonable time frame; ability to deal effectively with Board Members, the public professionals and town, state and county agencies; 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.

ADOPTED: January 14, 1993
Denied exempt 2/17/95