

## SECRETARY TO THE BOARDS

\*\*\*\*\*Code No.: 4-05-135

EXEMPT

(Town of Henrietta only)

DISTINGUISHING FEATURES OF THE CLASS: This is a full-time secretarial position responsible for conducting research, preparing meeting agendas, recording meeting minutes, and conducting correspondence for various Boards of a Town of Village such as the Planning, Conservation, or Town Board. Work may be conducted on weekends or evenings and involves handling confidential and sensitive material. The employee reports to the Town Board. Direct supervision is received from the Town Clerk or 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.)

Conducts research, assembles background material, and prepares agenda for Board meetings;

Records, transcribes, edits and distributes meeting minutes;

Notifies concerned parties of matters transacted at meetings;

Sets up and maintains files of minutes, reports and correspondence;

Responds to inquiries from developers pertaining to needs, requirements, and status of projects;

Operates standard office equipment such as adding machine, typewriter, photo copier, and electronic work station;

Proofreads typewritten materials for sense and consistency, as well as for spelling, grammar and punctuation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; good knowledge of English grammar and usage; ability to take dictation at a satisfactory rate of speed; ability to type at a satisfactory rate of speed; ability to proofread for sense, consistence, spelling, grammar and punctuation; ability to establish and maintain a filing system; ability to understand, follow, and interpret oral and written directions; ability to deal effectively with the public; good judgment in handling confidential materials; physical condition commensurate with the demands of the position.

### **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: July 27, 1989

REVISED: January 10, 1991

Denied exempt for Perinton 2/27/95