

SECRETARY TO THE ZONING BOARD

Code No.: 6-19-028

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the taking and transcribing of proceedings of a Town Zoning Board of Appeals. Employees of this class compile and issue minutes to concerned parties, and type board correspondence. The secretary attends all regularly scheduled and special Board meetings, frequently conducted in the evening. Supervision is received from senior level personnel. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation;

Takes, transcribes, and types correspondence, memoranda, news releases, and reports;

Takes, transcribes, compiles, and issues minutes of Board meetings;

Attends regularly scheduled and special meetings of the Town Zoning Board of Appeals for the purpose of taking notes and keeping a record of proceedings;

Prepares agendas for meetings;

Obtains and gives out information on departmental matters and functions to the general public and other Town personnel;

Receives visitors and answers telephones, responding to inquiries or referring to appropriate department;

Researches items in Board records;

Requisitions office supplies;

Distributes correspondence, agendas, and other Zoning Board business to the appropriate parties;

May operate switchboard.

FULL PERFORMANCE, KNOWLEDGES, 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; ability to take and transcribe dictation; ability to type rapidly and accurately; record keeping ability; ability to plan and organize work; ability to deal effectively with Board members and the general public; ability to follow oral and written directions;

tact; courtesy; good judgment; physical health 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: March 24, 1983