

SECRETARY - ZONING BOARD OF APPEALS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees of this class perform a wide variety of responsible administrative, clerical, and record keeping duties calling for confidentiality and the use of independent judgment. The incumbent has complete charge of all the books and records of the Zoning Board of Appeals. Work involves considerable contact with the public and Members of the Zoning Board of Appeals. Supervision is usually not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares meeting agendas, sets up materials for Zoning Board of Appeals members and sends legal notices to newspapers;

Coordinates and advises applicants of submission requirements including process for notification and all necessary paperwork;

Prepares resolution of approval for each application;

Prepares all meeting materials for Zoning Board of Appeals members;

Attends all meetings of the Zoning Board of Appeals;

Keeps complete and accurate records of all proceedings;

Prepares minutes of the meetings;

Answers all communications under the direction of the Chairperson;

Sends notices of regular and special meetings;

Sends notices of written orders of the Board setting forth the determination or decision to appellant or applicant;

Maintains files and correspondence for Zoning Board of Appeals members;

Arranges for annual elections;

May provide clerical support to other related boards in the municipality, such as the Water Control Commission;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business procedures; good knowledge of office terminology procedures and equipment; ability to manipulate an alphanumeric keyboard;; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to take notes at a satisfactory rate of speed where appropriate; ability to understand and carry out oral and written directions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar and database software; sound judgement, honesty; accuracy; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a): graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience; or (b) completion of a post-high school business or secretarial course and three (3) years of secretarial experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.