

## SECRETARY - ZONING BOARD OF APPEALS

GENERAL STATEMENT OF DUTIES: Performs all the administrative and clerical work and has complete charge of all the books and records of the Zoning Board of Appeals (ZBA); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees of this class perform a wide variety of responsible 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 not usually an aspect of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares meeting agendas, sets up materials for ZBA members and sends legal notices to newspapers;

Prepares all meeting materials for ZBA members;

Attends all meetings of the Zoning Board of Appeals;

Keeps complete and accurate records of all proceedings;

Prepares minutes of the meetings;

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

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 corresponds for ZBA members;

Arranges for annual elections.

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 use computer applications such as spreadsheets, word processing, calendar and database software; 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; sound judgement, honesty; accuracy; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) five years of secretarial experience; or (b) high school graduation or possession of a high school equivalency diploma and four years of secretarial experience, or (c) completion of a post high school business or secretarial course and three years of secretarial experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Towns & Villages;  
J.C.: Exempt (Towns)  
Competitive (Villages)

Job Class Code: 0887

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