

SECRETARY ARCHITECTURAL BOARD OF REVIEW
(TOWNS)

GENERAL STATEMENT OF DUTIES: Performs all the clerical work and has complete charge of all the books and records for the members of the board; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class, under general supervision, perform a wide variety of clerical functions calling for the use of independent judgment. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Attends all meetings of the Architectural Board of Review;

Keeps complete and accurate records of all proceedings;

Prepares minutes of the meetings;

Receives all communications and bills and presents them at the regular meetings;

Answers all communications under the direction of the Chairman;

Sends notices of regular and special meetings;

Copies various lists and other data;

May take dictation and transcribe notes of letters, memoranda, legal documents and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of modern business procedures; accuracy; tact; ability to get along will with others; honesty; ability to type from clear copy at a speed of not less than 35 words per minute; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and two years of clerical and typing experience; or (b) any equivalent combination of foregoing training and experience sufficient to indicate ability to do the work.

NOTE: Ability to take dictation at not less than 80 words per minute may be required.