

CHIEF CLERK OFFICE OF BOARDS AND COMMISSIONS

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work involving the responsibility for gathering information concerning laws, rules, policies and procedures when preparing agendas for meetings with various boards and commissions. The work is performed under the general direction of the Town Supervisor, Department Head and Boards and Commissions. Work guidance (e.g., lead work) may be provided to lower-level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers information concerning legal property owners, maps, plots, ordinances and any other information that may impact the plans and programs on upcoming agendas for various boards and commissions meetings;
Researches and provides information on applicable laws, policies and procedures to the boards, commissions and the public;
Reviews current policies and procedures, and may make recommendations for changes when necessary;
Receives, evaluates and responds to inquiries and various correspondence;
Prepares a variety of reports;
Maintains office files;
Attends various meetings (e.g., Planning Board, Zoning Board, Town Board, Shade Tree Commission, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business administrative practices, procedures; ability to apply laws, rules and regulations; ability to prepare reports and other materials; ability to understand and carry out moderately complex oral and written instructions; ability to prepare written material; ability to understand and interpret written material; ability to communicate effectively with others; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of administrative work experience, two (2) years of which involved interpreting laws, rules and legal documents as a main function of the job.

NOTES:

1. Additional years of the specialized experience as described above gained in a law office, real estate office, planning or zoning board or similar setting may be substituted for the administrative experience on a year-for-year basis.
2. Education beyond high school may be substituted for up to four years of the administrative experience on a year-for-year basis.

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Competitive