

## **CHIEF CLERK OFFICE OF BOARDS AND COMMISSIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical administrative and supervisory work of a complex nature. The incumbent administers laws and ordinances for land and building use and coordinates the functioning of concerned boards and commissions. Work is performed in accordance with general policies of the Town Board. Supervision is exercised over clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares agendas for a variety of boards and commissions, including background information concerning maps, plots, legal owners, applicable ordinances and previous decisions and impact on general plans and programs;

Implements policy by issuing appropriate information to employees, the public, etc.;

Receives, analyzes and replies to correspondence;

Establishes and implements office files and procedure systems;

Prepares or directs the preparation of a variety of reports;

May perform a variety of administrative and public relations functions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business administrative practices, procedures and equipment; good knowledge of supervisory and training techniques; working knowledge of statistical terms and procedures; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications 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 the explanation of laws and/or rules as well as the interpretation of legal documents to the public or agency clientele as a regular aspect 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.