

SECRETARY TO PLANNING BOARD

DISTINGUISHING FEATURES OF THE CLASS: This is primarily work of a clerical and secretarial nature which requires a high degree of initiative in the organization and completion of the clerical work of a Planning Board. The position usually involves attendance at evening meetings and may involve performance of work in the home. General direction is received from the Chairperson of the Planning Board. Ordinarily there would be no subordinate employees to direct or supervise. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assembles discussion materials for consideration at Planning Board meetings;
Suggests need for Planning Board agenda items and types agenda;
Types and mails notifications of meetings;
Records minutes of Planning Board meetings and transcribes, duplicates and distributes them;
Replies to routine correspondence;
Prepares legal notices and assures their publication;
Maintains files;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, word processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; good knowledge of Planning Board operations, organization and procedures; working knowledge of office management and supervisory techniques; ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain successful relations with others.

MINIMUM QUALIFICATIONS: Qualifications are determined by appointing authority, i.e.: Town or Village Planning Board, as appropriate.

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