

## **SECRETARY, PLANNING AND ZONING BOARDS**

**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 Planning and Zoning Boards. The position usually involves attendance at evening meetings. General direction is received from the Chairman of the Planning and Zoning Boards. 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 and Zoning Board meetings;  
Suggests need for Planning and Zoning Board agenda items and types agenda;  
Types and mails notifications of meetings;  
Records minutes of Planning and Zoning 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 and Zoning 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 and Zoning Boards, as appropriate.