

## **SECRETARY TO ZONING BOARD OF APPEALS**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is clerical work involving responsibility for attending meetings, recording and typing minutes, conducting correspondence and maintaining files of a municipal zoning board of appeals. Work is usually part-time and performed under the general supervision of the zoning board of appeals chairperson. Supervision of others is not normally a responsibility of the position.

### **TYPICAL WORK ACTIVITIES:**

1. Records, summarizes and types minutes of zoning board of appeals meetings;
2. Conducts all zoning board of appeals correspondence;
3. Maintains board files and records;
4. Schedules hearings and notifies appropriate individuals;
5. Places legal notices in newspapers when required;
6. May answer telephone calls concerning zoning matters, referring more complex questions to superior;
7. Does related work as required.

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

Good knowledge of the policies, practices and procedures of the municipal zoning board of appeals; good knowledge of grammar, punctuation and spelling; ability to take accurate and complete notes; ability to summarize notes and organize into appropriate format; ability to type accurately; ability to keep detailed records; ability to compose routine correspondence; ability to work independently; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None are required.

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ADOPTED: 08/04/81