

SECRETARY TO PLANNING BOARD

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 planning board. Work is usually part time and performed under the general supervision of the planning board chairperson. Supervision of others is not normally a responsibility of the position.

TYPICAL WORK ACTIVITIES:

1. Records, summarizes and types minutes of planning board meetings;
2. Conducts all planning board 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 planning 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 planning board; 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; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

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ADOPTED: 08/04/81