

CLERK TO ZONING BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees of this class perform a wide variety of responsible clerical and record keeping duties calling for confidentiality and the use of independent judgment. Work involves considerable contact with the public and Members of the Zoning Board. Supervision is not usually an aspect of this position. Performs all the clerical work and has complete charge of all the books and records of the Zoning Board. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares meeting agendas, sets up materials for Zoning Board members and sends legal notices to newspapers;
Prepares all meeting materials for Zoning Board members;
Attends all meetings of the Zoning Board;
Keeps complete and accurate records of all proceedings;
Prepares minutes of the meetings;
Answers all communications under the direction of the Chairperson;
Sends notices of regular and special meetings;
Sends notices of written orders of the Board setting forth the determination or decision to appellant or applicant;
Maintains files and corresponds for Zoning Board members;
Arranges for annual elections;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; clerical aptitude; mental alertness; neat appearance; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years clerical experience.