

## SECRETARY TO PLANNING 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 Planning 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 Planning Board. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares meeting agendas, sets up materials for Planning Board members and sends legal notices to newspapers;  
Prepares all meeting materials for Planning Board members;  
Attends all meetings of the Planning 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 applicant;  
Maintains files and corresponds for Planning 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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern business procedures; good knowledge of office terminology procedures and equipment; ability to manipulate an alphanumeric keyboard; ability to take notes at a satisfactory rate of speed where appropriate; ability to understand and carry out oral and written directions; ability to get along well with others; sound judgment, honesty; accuracy; tact; courtesy.

### SUGGESTED MINIMUM QUALIFICATIONS: Either

- a) Completion of a post high school business or secretarial course and three (3) years of secretarial experience; or
- b) High school graduation or possession of a high school equivalency diploma and four (4) years of secretarial experience, or
- c) Five (5) years of secretarial experience; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

11/01; 4/09

Exempt Class  
[All Towns except Carmel]