

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Secretary to Planning Board and Zoning Board of Appeals

**TITLE #: 1870**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, employees of this class perform a wide variety of clerical work involving responsibility for attending meetings, recording and typing minutes, conducting correspondence and maintaining files of both a municipal planning board and zoning board of appeals. This class differs from that of other clerks due to the requirement for specific knowledge of Town or Village codes. Performs all the clerical and secretarial work for a municipal Planning Board and Zoning Board of Appeals. Work is performed under the general supervision of the chairpersons of the planning board and zoning board of appeals. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Responds to inquiries and instructs applicants on how to complete applications;

Conducts simple file searches and maintains records of applications;

Assists in preparation of routine application, reports and surveys;

Answers phone calls and assists the public and members of the board;

Responds and tracks emails and FOILS;

Compiles individual files consisting of applications, surveys, maps and any other pertinent information necessary for Public Hearings;

Researches and answers zoning/planning questions;

Prepares meeting agendas, publishes the agenda in newspaper and sets up public hearings;

Takes minutes at public meetings, transcribes minutes, prepares written decisions, files decisions in appropriate departments, contacts applicant in writing regarding decision;

Acts as a receptionist and provides routine assistance for inquiries or refer inquiries to appropriate staff members;

Issues and records permits and applications;

Collects fees and/or monies received and is responsible for keeping an accurate record of fees; responsible for giving fees to appropriate department for deposit;

Receives, sorts and distributes incoming and out going correspondence;

Contacts Attorney and/or Chairman when needed;

Uses computer applications such as spreadsheets, word processing, calendar, or e-mail in performing work activities;

May work on special projects as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office practices, terminology, procedures and equipment; good knowledge of **municipal** planning board and zoning board operations; good knowledge of the structure and function of municipal government; skill in the operation of computer applications such as word processing, spreadsheets, e-mail, or calendar; **ability to compose routine correspondence**; ability to make decisions in accordance with established policies and regulations; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with officials and the public; clerical aptitude, dependability; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Any combination of training and experience deemed acceptable by the appointing authority.

**SUGGESTED STANDARDS:**

- A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience in a municipal or government agency which shall have included keyboarding; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of general office clerical work experience which shall have included keyboarding.

**JURISDICTIONAL CLASSIFICATION:** Competitive.

**Approved as Exempt class for Village of Monroe and Village of Woodbury.**

ADOPTED: 01/03/2022