

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

**CLASS TITLE:** SECRETARY TO ZONING BOARD OF APPEALS

**TITLE #:** 1574

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing clerical tasks of a routine nature and providing assistance in more complex tasks carried out in accordance with written and/or oral instructions. This class differs from that of other clerks due to the requirement for specific knowledge of Town or Village codes. Work is performed under general supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

Assists in preparation of routine applications, reports and surveys;

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

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;

Responsible for creating an agenda, publishing the agenda in newspaper, and setting up public hearing;

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

Contacts Attorney and/or Chairman when needed;

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

Conducts simple file searches and maintains record of applications;

Receives, sorts and distributes incoming and out going correspondence;

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

Makes simple entries into office documents, records, bills, ledgers, etc.

Operates standard office equipment such as computers, printers, calculators, photocopiers, fax machines or metered mailing machines;

May work on special projects as required.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office practices, terminology, procedures and equipment; good knowledge of municipal zoning codes; 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 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:** Graduation from high school or possession of a high school equivalency diploma and two years of office clerical work experience which shall have included keyboarding.

**NOTE:** Keyboarding proficiency will be evaluated during the probationary period.

**JURISDICTIONAL CLASS:** Competitive when full-time, Non-Competitive when part-time.

**REVISED:** 10/13/06 dmc