

SECRETARY TO ZONING BOARD OF APPEALS

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

TYPICAL WORK ACTIVITIES:

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

QUALIFICATIONS: None are required.

*****Applications will be accepted through Friday, April 19, 2019. All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab.**

Town of Poughkeepsie

One Overocker Road, Poughkeepsie, NY 12603

Phone: 845-485-3609

Website: http://www.townofpoughkeepsie.com/human_resources/index.html

An EEO/AA Employer

Job Type: APPOINTED

Location: Zoning Department

Salary: \$18.79 /hour

