

County, Town, Village, School District, Library or Special District Village of Wesley Hills		Department Clerk	Suggested Job Title Secretary, Planning & Zoning Boards												
This position requires: 17 Hours work per week 12 Months work per year		Rate of Pay \$ 35.00 Per hr													
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PERCENTAGE OF WORK TIME	DESCRIPTION OF DUTIES: Please describe the general set of duties that are to be performed by this position. Group individual tasks into several major functions or duties and use a separate line for each major group. List the most important or time-consuming duties first. DO NOT USE ACRONYMS OR ABBREVIATIONS. Estimate the percentage of time spent per week on each function. PERCENTAGES MUST ADD UP TO 100%.														
5%	Assembles discussion materials for consideration at Planning & Zoning Board meetings														
5%	Prepares Planning & Zoning agendas as directed														
10%	Prepares, sends and posts the appropriate notifications of meetings														
20%	Records minutes of Planning & Zoning meetings and transcribes, duplicates and distributes														
20%	Replies to routine correspondences														
10%	Prepares legal notices and assures their publication														
10%	Maintain files														
20%	May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machines, word processing, etc.														

The above statements are accurate and complete.

Signature: _____ **Date:** _____

TO BE COMPLETED BY THE APPOINTING OFFICER

Place an (X) mark opposite the item in each group which best describes the work of this position.

- ☒ Repetitive and routine.
- ☒ Routine, but involves some judgment to perform the duties.
- ☐ Complex, involving decision of order, of tasks and methods.
- ☐ Difficult, involving independent decisions as to scope and planning of projects and programs.

- ☒ Is under direct supervision.
- ☒ Works according to prescribed procedure with supervision available as needed.
- ☒ Is under general supervision as exercised through reports, conferences and job inspection.
- ☒ Is subject only to policies and administrative approval.

- ☐ Requires no previous training or special knowledge.
- ☒ Requires some basic abilities or knowledges of the general work.
- ☒ Requires good knowledge of the primary work.
- ☐ Requires thorough knowledge of all phases of the work.
- ☐ Requires a particular proficiency or skill in a specialized activity.

- ☒ Exercises direct supervision.
- ☐ Supervises, as required, through review of work.
- ☐ Exercises general supervision by means of reports and conferences.
- ☐ Regularly supervises 1 to 5 employees.
- ☐ Regularly supervises 6 to 15 employees.
- ☐ Regularly supervises over 15 employees.

What minimum qualifications do you think should be required for this position?

Education: High school.....⁴.....years.

College.....years, with specialization in.....

Other.....years, with specialization in.....

Experience: (List amount and type)

This is primarily work of a clerical and secretarial nature which requires a high degree of initiative in the organization and completion of clerical work of Planning & Zoning Boards. the position usually involves attendance at evening meetings.

Essential knowledge, skills and abilities:

Good knowledge of: business arithmetic & English, office terminology, procedures & equipment, P&Z operations, organization & procedures, working knowledge of office management & supervisory techniques, ability to understand and carry out moderately complex oral and written instructions, ability to establish and maintain successful relations with others.

Licenses or Certification Required? ☐ Yes ☒ No

Type of license or certificate required: _____

COMMENTS:

Signature of appointing officer or designee:

Signature: _____ Date: _____

ACTION BY ROCKLAND COUNTY DEPARTMENT OF PERSONNEL

In accordance with the provisions of Civil Service Law, Section 22, and the Rockland County Rules, the Rockland County

Personnel Office certifies that the appropriate civil service title for the position described is _____

Signature: _____ Date: _____
Lori Gruebel, Commissioner of Personnel

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY IF A NEW POSITION

The new position indicated above was established on _____ at a salary of \$ _____

or at salary grade No. _____ Resolution No. _____
(County only)

Signature: _____ Date: _____

SECRETARY, PLANNING AND ZONING BOARDS

DISTINGUISHING FEATURES OF THE CLASS: This is primarily work of a clerical and secretarial nature which requires a high degree of initiative in the organization and completion of the clerical work of Planning and Zoning Boards. The position usually involves attendance at evening meetings. General direction is received from the Chairperson of the Planning and Zoning Boards. Ordinarily there would be no subordinate employees to direct or supervise. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assembles discussion materials for consideration at Planning and Zoning Board meetings;
Suggests need for Planning and Zoning Board agenda items and types agenda;
Types and mails notifications of meetings;
Records minutes of Planning and Zoning Board meetings and transcribes, duplicates and distributes them;
Replies to routine correspondence;
Prepares legal notices and assures their publication;
Maintains files;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, word processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; good knowledge of Planning and Zoning Board operations, organization and procedures; working knowledge of office management and supervisory techniques; ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain successful relations with others.

MINIMUM QUALIFICATIONS: Qualifications are determined by appointing authority, i.e.: Town or Village Planning and Zoning Boards, as appropriate.