

**SECRETARY TO THE ZONING BOARD OF APPEALS**  
**& PLANNING BOARD**

**SUMMARY:**

This is clerical work involving responsibility for attending meetings, records and typing minutes, conducting correspondence and maintaining files for both a municipal planning board and zoning board of appeals. Work is usually part time, up to 15 hours a week with one evening meeting a month. Work is performed under the general supervision of the chairpersons of the planning board and zoning board of appeals. Supervision of others is not normally a responsibility of the position.

**TYPICAL RESPONSIBILITIES INCLUDE:**

1. Records, summarizes and types minutes of planning board and zoning board of appeals meetings.
2. Conducts correspondence for planning board and zoning board of appeals.
3. Maintains board files and records.
4. Schedules hearings and notifies appropriate individuals.
5. Provides legal notices to be published in the newspapers and send to neighbors.
6. May answer telephone calls concerning planning and zoning matters, referring 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 planning and 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; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D

ADOPTED: 08/21/23 – NT.