

SECRETARY TO PLANNING BOARD

Rev. 9/88
T&V
PJC
RDS/dw

DISTINGUISHING FEATURES OF THE CLASS: On a part-time basis the work involves acting as secretary to Planning Board. An employee of this position performs clerical duties under the general supervision of the Planning Committee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Keeps records of proceedings of meetings;
Maintains files of the Board;
Performs Board's correspondence;
Acts as aid to Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the functions performed by a secretary; good knowledge of stenography and typing; ability to communicate well with others; initiative and resourcefulness; reliability; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

Graduation from a standard senior high school and three (3) years of secretarial experience, including stenography and typing.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements