

SECRETARY ARCHITECTURAL BOARD OF REVIEW
(TOWNS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs secretarial work of a varied nature in support of the Architectural Board of Review which includes confidential and complex clerical tasks. An incumbent has complete charge of all the books and records for the members of the board. This position requires the use of independent judgment in the performance of duties. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Attends all meetings of the Architectural Board of Review;

Prepares Architectural Board of Review meeting agendas;

Sends notices of regular and special meetings;

Keeps complete and accurate records of all proceedings;

Receives all communications and bills and presents them at the regular meetings;

Prepares minutes of the **Architectural Board of Review** meeting **proceedings;**

Maintains records of permit applications and updates the files with information about Architectural Board of Review decisions;

Answers all communications under the direction of the Chairman;

Mails bills related to the professional review of permit applications by the Architectural Board of Review;

Copies various lists and other data;

Prepares reports for the Town Board detailing actions taken by the Architectural Board of Review;

Schedules meetings between permit applicants and professional staff as needed;

Answers routine questions pertaining to Architectural Board of Review processes and purview;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May provide customer assistance at a desk or counter regarding permit applications and approvals;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May take dictation and transcribe notes of letters, memoranda, legal documents and reports.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the responsibilities of a secretary; good knowledge of general business and office terminology, practices; procedures and equipment; good knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of automated systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to compile data and prepare reports; ability to take notes at a satisfactory rate of speed where appropriate; ability to understand and carry out complex oral and written directions; ability to handle administrative details independently; ability to deal effectively with officials and the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; mental alertness; good judgment; high degree of discretion in handling confidential matters; honesty; tact; accuracy; thoroughness; initiative; resourcefulness; neat personal appearance; physical condition commensurate with the duties of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience, two (2) years of which the primary function of the position involved the use of computer applications to maintain records and produce correspondence.

NOTE: Ability to take dictation at not less than 80 words per minute may be required.