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### **Administrative Assistant to Code Enforcement, Planning & Zoning Boards**

#### **Nature of Work:**

This is clerical and administrative work assisting in the operation of the CEO, Planning Board and Zoning Board of Appeals.

Employee of this class assists the Code Enforcement Officer, Planning Board and Zoning Board of Appeals with the clerical functions. Work involves answering calls and inquiries, maintaining the department filing system, and preparing various correspondence. Work is performed under the direct supervision of the CEO and general supervision of the Select Board, subject to review through results achieved and methods used.

#### **Essential Duties and Responsibilities:**

##### **Examples of Work (Illustrative Only):**

Answers telephone and responds to personal inquiries providing necessary information;

Responsible for all correspondence, records and other materials.

Organizes and maintains the filing system, filing all incoming documents in proper locations and categories.

Tracks appointments for the Boards.

Types agendas for meeting and post on the website.

Attends and take minutes of the meetings and type the minutes. Forwards approved minutes to Selectboard clerk for website updates.

Records the meetings

Keeps track of attendance of members attending meeting and submit to the Treasurer.

Prepares agenda packets for the Planning Board members and Appeals Board.

Performs related work as required by the CEO

#### **Requirements of Work:**

Knowledge of business English, grammatical construction, spelling, punctuation and arithmetic, and possession of an excellent vocabulary

Knowledge of modern office practices, procedures and equipment.

Ability to rapidly acquire considerable knowledge of operational and procedural regulations and practices of the department.

Knowledge of the zoning ordinance.

Ability to keep varied records, to assemble and organize such records.

Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public.

Skill in the operation and care of a word processor and operation of photocopier and other office equipment.

Training and Experience Required:

Graduation from an accredited high school supplemented by education in secretarial or experience in basic clerical work of some responsibility; or any equivalent combination of experience and training. Word processing is a necessity.