

NICHOLASVILLE PLANNING AND ZONING COMMISSION
POSITION DESCRIPTION

Class Title: Secretary

Department: Planning and Zoning

Supervisor: Planning Director/Administrative Officer

Supervises: None.

Class Characteristics: Under general direction, performs secretarial and clerical duties; maintains financial records of the department; serves as receptionist; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Prepares for Planning Commission and Board of Adjustment meetings; notifies members of meeting dates; prepares agendas and packets, including staff comments; copies and distributes information.
2. Forwards certified letters to applicants regarding meeting date and time; advertises meetings; posts signs of meeting notification.
3. Attends meetings, takes and transcribes minutes of meetings; does transcripts; may, at the direction of the Planning Commission, be responsible for transcribing zoning changes.
4. Types staff correspondence, subdivision regulations, zoning ordinances, comprehensive plans, general specifications, application forms, condemnation codes, and related information; files and maintains effective and efficient filing system for the Commission.
5. ~~Issues permits after approval of applications.~~
6. Receives routine inquiries and complaints; attends to their disposition or forwards to higher authority.
7. Receives and checks applications; calculates fees within established guidelines; collects fees and issues receipt.
8. Receives revenues for departmental fees and permits; makes bank deposits.
9. Accepts invoices; issues checks after verifying for accuracy.
10. Maintains accounts receivable and accounts payable records for the department.
11. Maintains petty cash fund.
12. Reconciles bank statements.
13. Prepares payroll information and forwards for check preparation; distributes payroll checks.
14. Serves as receptionist for department, including answering telephone, waiting on customers, etc.

Non-essential: None.

Training and Experience: Graduation from high school or equivalent

(GED) supplemented by two years experience in an office setting; Associates/Technical degree in Office Administration may be substituted for the work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of business english, spelling, punctuation and grammar, and of modern office practices, procedures and equipment.
2. Knowledge of modern bookkeeping principles and practices.

Skills:

1. Skill in the use of keyboards, computers, calculators, and standard office equipment.
2. Communication skills.
3. Public relations skills.

Abilities:

1. Ability to perform accounts receivable and accounts payable duties.
2. Ability to work independently on complex clerical tasks.
3. Ability to communicate effectively, orally and in writing.
4. Mathematical abilities.
5. Ability to establish and maintain effective working relationships with officials, contractors/developers, employees in all city departments, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Seldom required to take new, different, or unusual approaches in completing work.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work is performed in an office sitting at a desk or table. Must lift objects weighing less than 25 pounds as a job requirement. Must be able to climb stairs.

Tools and/or Equipment Used: Must use standard office equipment (computer, keyboard, telephone, copier, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Training Requirements: None.

Certification Requirements: None.

Additional Requirements: Must be able to occasionally attend meetings after normal working hours.

Overtime Provision: Non-exempt.

