

**Town of Exeter, New Hampshire
Position Description**

Position Title:	<u>PT Secretary</u>	Department:	Planning & Building # 604
Reports To:	Planning & Building Clerical Supervisor	Date:	May, 2002

GENERAL SUMMARY:

Under the general supervision of the Planning and Building Clerical Supervisor, performs multiple secretarial and administrative functions specific to the Planning and Building Departments, including processing applications, data entry, word processing, preparing monthly reports, transcribing meeting minutes and providing assistance to a variety of customers.

ESSENTIAL JOB FUNCTIONS*:

- Assists Planning and Building Department staff with a host of secretarial and administrative duties.
- Provides information and assistance to contractors, engineers, surveyors, developers, lawyers, real estate persons, general public, Town staff, board and committee members, and others in regards to local zoning ordinances, subdivision and site plan review regulations, local and state wetlands regulations, floodplain information and general building codes.
- Fills in for Clerical Supervisor when requested.
- Provides administrative duties, including processing building permits and land development applications, maintaining computer and paper files, transcribing meeting minutes, keeping records, collecting fees and preparing deposits, and submitting monthly building permit reports to department heads and state agencies.
- Provides secretarial services such as scheduling appointments, answering phone calls, copying documents, faxing information, and preparing mailings.
- Provides information to a variety of customers including town staff, applicants, citizens and others in regard to building codes, zoning ordinances, and site and subdivision regulations.
- Participates in team discussions with planning and building staff to stay abreast of issues regarding land use development, zoning and construction applications; previous cases; building permit activity and other departmental issues.
- Attends Planning Board, Zoning Board of Adjustment and other meetings as requested and takes minutes in compliance with departmental procedures and state regulations.
- Assists in research of historical documentation on prior developmental approvals.
- Records plans and associated documents at the Rockingham County Registry of Deeds on behalf of the Town and the Planning Board.

OTHER DUTIES AND RESPONSIBILITIES:

- Operates office equipment including, but not limited to, typewriter, computer, copier, telephone, Dictaphone, adding machine, and fax.

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OTHER DUTIES AND RESPONSIBILITIES (continued):

- Proficient with a variety of computer software programs including Microsoft Windows, Word, Excel, Access, Outlook, and GIS Arc View.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of administrative and secretarial skills equivalent to completion of a high school diploma and one to three years of clerical, secretarial or administrative experience and thorough work experience with computer and word processing or related experience, or equivalent combination of education and experience.

Ability to work with limited direction.

Ability to communicate clearly and concisely with others both verbally and in writing.

Ability to work with a team and independently.

Ability to type 60 words per minute.

Ability to work with a variety of people and at times under stressful conditions.

Must be discreet and able to maintain confidentiality.

Knowledge or ability to establish an understanding of local, state and federal agencies, permitting requirements and their specific functions.

Ability to meet deadlines and work accurately.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibility.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in a normal office environment, not subject to excessive noise or temperature variations. Night meetings vary in frequency and duration but may last as long as five hours.

May spend extended periods of time at computer terminal or keyboard, at desk or on telephone requiring eye-hand coordination and finger dexterity.

Physical demands include sitting at desk/table, intermittently stooping, and standing.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved 5/06/02