

<b>Position Description</b>	
<b>Deputy Clerk – Township of South Harrison</b>	
<b>Job Title:</b> <u>Deputy Clerk</u>	<b>Date:</b> <u>March 29, 2006</u>
<b>Employment Status:</b> <u>Full-time</u>	<b>Reg. hours worked:</b> <u>minimum)/wk</u> <b>Salaried Position</b>
<b>Department:</b> <u>Township of South Harrison</u>	
<b>Reports to:</b> <u>Municipal Clerk</u>	
<b>Overall purpose and objective of this position</b>	
<p>Under direction of the Municipal Clerk, ensures that rules, regulations, policies and procedures are observed as far as clerical work of the Township Committee is concerned; does other related duties as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>	
<b>A. Major responsibilities of the job</b>	
<ol style="list-style-type: none"> <li>1). Shall, in aid of the office of the Clerk, maintain custody of the Ordinance and Resolution Books, and provide that such books are bound as required by the Revised Statutes of the State of New Jersey.</li> <li>2). Shall be responsible for the timely publication of all ordinances and resolutions and other notices required to be published, in aid of the Clerk.</li> <li>3). In the absence or disability of the Clerk, the Deputy Clerk shall have all the powers of the Clerk and shall perform the functions and duties of the Office of the Clerk.</li> <li>4). Functions as liaison with department employees and with other state, county, and/or municipal departments/agencies.</li> <li>5). When the work program has been established, organizes assigned clerical work and develops effective work methods.</li> <li>6). Reviews, checks, and certifies reports, applications, forms, and other documents wherein highly technical determinations are concerned.</li> <li>7). Processes special requests for information in accord with established department policies.</li> <li>8). Composes correspondence which may not be reviewed by a supervisory officer in accord with established procedures, and signs correspondence</li> </ol>	

as may be required.

- 9). Interviews and transacts routine business with persons who call at the office, and makes appointments.
- 10). Prepares meeting agendas and puts meeting minutes in authoritative and final form.
- 11). Where required on a sporadic basis, may do typing which is uncomplicated, does not require skill or speed, and which is of a nature reasonably to be expected of employees in a business office.
- 12). May assist in the planning and revising of clerical procedures and office routines, and sees that suitable systems are put into action.
- 13). Compiles, tabulates, and interprets data and statistics.
- 14). Will be required to learn to utilize various types of electronic and manual recording and information systems used by the agency, office, or related units.

**B. This position is minimally supervised.**

The Deputy Clerk is responsible for the day-to-day operational control of the Municipal Clerk's office, in the Clerk's absence, with minimal Governing body direction. The position is accountable to the Municipal Clerk.

**C. This position has access to confidential information.**

The Deputy Clerk has access to confidential departmental, employee and community matters and records. Including but not limited to personnel confidential files, ongoing investigations, matters not for public dissemination, and ongoing municipality legal issues.

**D. It is important to this position that the incumbent be able to communicate fluently in English, in both verbal and in written form.**

The Deputy Clerk must have the ability to effectively communicate verbally and to develop a meaningful dialogue with governing body, individuals, and groups within the Township and surrounding areas. The Deputy Clerk must be able to communicate effectively in written form and have the ability to compose correspondence at the direction of the Clerk.

**E. Work Hours**

**Note: Hours are subject to change based on the needs of the municipality.**

## F. Additional Employment requirements.

NOTE: Additional requirements as may be deemed appropriate at time of hiring.

Applicants will be required to submit to a post-offer medical examination, which includes a psychological screening prior to appointment, consistent with the requirements of this position. Any offer of employment shall be conditioned upon the post-offer medical examination.

All applicants will be fingerprinted and a record check made of local, state, or federal authorities. In addition, a comprehensive background investigation will be conducted.

All appointees to this position must obtain certification by the NJ Department of Community Affairs, Division of Local Government Services.

All applicants must be 21 years of age, a United States citizen, and meet the requirements listed below.

### EDUCATION

Graduation from High School or possession of an approved High School Equivalency Certificate, supplemented by completion of sixty (60) semester hour credits from an approved college or university.

***NOTE: Applicants who do not possess the sixty (60) semester hour credits may substitute experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience as per NJSA 40A:9-133.2. Acceptable experience includes that gained as a Deputy Municipal Clerk, Assistant Municipal Clerk, or other position of county/municipal government which performs duties similar to those performed by a Municipal Clerk as described in subsection e of NJSA 40A:9-133.***

### EXPERIENCE

Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring knowledge of office systems/procedures.

### CERTIFICATE

***Deputy Clerk Applicants must present proof of completion of the following courses offered through Rutgers, The State University or similar courses offered at a college or university certified by the Department of Higher Education: Introduction of the Duties of the Municipal Clerk, Advanced Duties of the Municipal Clerk, Local Election Administration, Information and Records Management, Municipal Finance Administration for Municipal Clerks.***

Certificates must be renewed every two (2) years.

## LICENSE

Deputy Clerk Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **G. Required technical/administrative skills include but are not limited to:**

- 1). Knowledge of state/local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs.
- 2). Knowledge of procedures used in preparing a municipality for an election.
- 3). Ability to answer inquiries and to provide accurate, detailed information to citizens and others.
- 4). Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- 5). Ability to maintain minutes of the governing body.
- 6). Ability to process, record, and file resolutions.
- 7). Ability to administer and record oaths of office.
- 8). Ability to issue licenses.
- 9). Ability to furnish data to the public media.
- 10). Ability to purchase supplies/equipment.
- 11). Ability to direct correspondence and inquiries for action to various municipal departments.
- 12). Ability to conduct business with other municipal departments as directed by the governing body.
- 13). Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- 14). Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- 15). Computer skills to effectively carry out designated responsibilities including use of a personal computer and software in a "Windows" and Microsoft Office® environment.
- 16). Ability to safely utilize Office Equipment: for example calculators, dictation equipment, copy machines, typewriters, telephones, cell telephones,
- 17). Digital/Standard Camera; Two-way base/mobile radio; Car or van
- 18). Demonstrated good habits of personal learning.

**H. The following skills/factors/abilities are important to successful performance in this position:**

Public relations Highly flexible, imaginative Team Building Crisis Management Skills	Problem Solving Ability Analytical Ability Verbal Communication Skills Budgeting/Mathematical Skills	Written Communication Skills Interpersonal Skills Dexterity
---	---	--

- 1). Ability to read, effectively analyze and correctly interpret and implement documents such as safety rules, departmental rules, state statutes and municipal ordinances, court documents, operating and maintenance instructions and procedure manuals.
- 2). Ability to write reports and correspondence clearly and effectively and prepare necessary reports and presentations.
- 3). Ability to effectively and tactfully communicate with citizens, fellow workers, and superiors and develop relationships with all levels of staff, and internal and outside entities.
- 4). Skills in meeting management and facilitation, public relations, promotional communications, and departmental administration.
- 5). Ability to prepare and present effective and persuasive verbal reports and presentations on controversial or complex topics to diverse audiences such as the Township Committee, public groups, the press, groups with different backgrounds, and/or public bodies and maintain composure under adverse conditions.
- 6). Ability to understand basic and moderately advanced mathematical concepts and procedures, and apply same to job situations such as calculation of fees, and other job related applications.
- 7). Ability to perform minor accounting tasks and project cost tracking and trending.
- 8). Ability to prepare and understand budget reports.
- 9). Ability to interpret, comprehend, and use data furnished in a variety of written, oral or schedule forms to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists..
- 10). Ability to assess situations and apply sophisticated investigative techniques to define problems, collect data, establish facts, and draw valid conclusions.
- 11). Interpersonal skills to foster a positive working and team environment; ability to set team and personal goals, plan, organize, implement, monitor and meet deadlines independently as well as in a team setting.
- 12). Maintain effective supervisory relationships and effective relationships with members of the governing body.

13). Knowledge of supervisory/employment practices and principles and skill in managing situations firmly, courteously, tactfully and impartially.

**I. Working Conditions**

Particular working conditions associated with this position that should be noted

The work environment is representative of those an employee encounters while performing the essential functions of a Deputy Clerk and includes but is not limited to the following.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

- 1). The employee is occasionally exposed to outside weather conditions.
- 2). The employee is occasionally exposed to risk of electrical shock and vibration.
- 3). Hazardous conditions involved in Deputy Clerk activities including:
  - a. Natural and man-made disasters.
  - b. Moving equipment and supplies,
  - c. Climbing stairs/ladders,
  - d. Walking, standing or sitting for extended periods of time,
- 4). The noise level in the work environment is usually moderate.

**J. Physical Demands of Position**

**The Physical demands of this position of Deputy Clerk are representative of those an employee encounters while performing the essential functions of a municipal clerk and include but are not limited to the following.**

Strength	Climbing	Speaking	Handling
Standing	Balancing	Hearing	Pulling
Walking	Stooping	Seeing	Reaching
Sitting	Kneeling	Crouching	Lifting
Carrying	Pushing	Stair climbing	Keyboarding

- 1). While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee may also be required bend/twist. The employee is required to reach, feel, talk, and orient oneself. The employee must occasionally lift and/or move more than 50 pounds.

- 2). The employee must maintain physical condition appropriate to the performance of assigned duties and responsibilities noted.
- 3). Hearing without correction or corrected sufficiently acute to meet medical standards under both normal and adverse circumstances.
- 4). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must be free of any medical or emotional condition that would prevent the performance of the essential functions of this position without posing a direct threat to the health or safety of the employee or others, with or without reasonable accommodation

<b>Position Description</b>	
<b>Land Use Board Secretary - Township of South Harrison</b>	
<b>Job Title:</b> <u>Land Use Board Secretary</u>	<b>Date:</b> <u>November 30, 2005</u>
<b>Employment Status:</b> <u>Part-time</u>	<b>Reg. hours worked:</b> _____ (minimum) /wk <b>Salaried Position</b>
<b>Department:</b> <u>Land Use Board</u>	
<b>Reports to:</b> <u>Township of South Harrison - Land Use Board</u>	
<p><b>Overall purpose and objective of this position</b></p> <p>Under direction, serves as the principal assistant and performs secretarial duties related to the meetings of the board, does related work as required.</p> <p>NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>	
<b>A. Major responsibilities of the job</b>	
<ol style="list-style-type: none"> <li>1). Prepare for meetings by making arrangements for time, participants, location of meetings, distribution of copies of agendas, and the assembly of background material for agenda items to notify participants of the business and topics to be discussed at meetings</li> <li>2). Attends and records minutes of evening board meetings</li> <li>3). May take and/or transcribe minutes of meeting by ensuring proper format, correct grammatical content, and inclusion of facts in accord with prescribed procedures to maintain a permanent and legal record of events and decisions by Board members.</li> </ol>	
<b>B. This position is minimally supervised.</b>	
<p>The Land Use Board Secretary is responsible for the operational control of the Land Use Board night meetings with minimal direction. The position is accountable to the Township of South Harrison Land Use Board, which retains the right to establish policy, rules, and regulations governing office operation.</p>	
<b>C. It is important to this position that the incumbent be able to communicate fluently in English, in both verbal and in written form.</b>	
<p>The Land Use Board Secretary must have the ability to effectively communicate verbally and to develop a meaningful dialogue with individuals, and groups within the Township. The Secretary must be able to communicate effectively in written form and have the ability to compose correspondence at the direction of the Land Use Board.</p>	



#### **D. Work Hours**

**Note: Hours are subject to change based on the needs of the Board.**

The Land Use Board Secretary shall attend all Land Use Board meetings.

#### **E. Additional Employment requirements.**

NOTE: Additional requirements as may be deemed appropriate at time of hiring.

Applicants will be required to submit to a post-offer medical examination, which includes a psychological screening prior to appointment, consistent with the requirements of this position. Any offer of employment shall be conditioned upon the post-offer medical examination.

All applicants will be fingerprinted and a record check made of local, state, or federal authorities. In addition, a comprehensive background investigation will be conducted.

All applicants must be 21 years of age, a United States citizen, and meet the requirements listed below.

#### **EDUCATION**

Graduation from High School or possession of an approved High School Equivalency Certificate, supplemented by completion of sixty (60) semester hour credits from an approved college or university.

#### **EXPERIENCE**

Two (2) years of clerical experience involving the organization of office clerical processes and procedures or as a secretary to an executive or administrative official in a public or private organization.

#### **LICENSE**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **F. Required technical/administrative skills include but are not limited to:**

- 1). Knowledge of current office methods, practices, routines, machines and equipment.
- 2). Knowledge of proper English, grammar, spelling, punctuation and required formats to type material in final form.
- 3). Ability to organize effectively the flow of complex clerical processes and work in an office.
- 4). Ability to make arrangements for meetings with little or no instructions.
- 5). Ability to locate and assemble information for various reports and meetings.
- 6). Ability to compose correspondence.
- 7). Ability to comprehend and effectively communicate to others the rules, regulations and procedures applicable to the work of the unit (for example,

board or commission).

- 8). Ability to understand the work of the unit (for example, rules, regulations and procedures) the role and relationships of its components, and its relationship to other departments and outside organizations after a period of training.
- 9). Ability to prepare in final form all types of narrative summaries and reports from rough draft, notes, oral recordings and so forth.
- 10). Ability to use reference sources such as technical dictionaries and to ensure proper arrangement, grammatical accuracy, and spelling of final copy.
- 11). Ability to organize complex clerical work by establishing work flow, procedures and priorities.
- 12). Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- 13). Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

#### **G. Working Conditions**

Particular working conditions associated with this position that should be noted.

The work environment is representative of those an employee encounters while performing the essential functions of a Land Use Board Secretary and includes but is not limited to the following.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

- 1). The employee is occasionally exposed to outside weather conditions.
- 2). The employee is occasionally exposed to risk of electrical shock and vibration.
- 3). Hazardous conditions involved in Land Use Board Secretary activities including:
  - a. Natural and man-made disasters.
  - b. Moving equipment and supplies,
  - c. Climbing stairs/ladders,
  - d. Walking, standing or sitting for extended periods of time,
- 4). The noise level in the work environment is usually moderate.

## H. Physical Demands of Position

The Physical demands of this position of Municipal Clerk are representative of those an employee encounters while performing the essential functions of a secretary and include but are not limited to the following.

Strength	Climbing	Speaking	Handling
Standing	Balancing	Hearing	Pulling
Walking	Stooping	Seeing	Reaching
Sitting	Kneeling	Crouching	Lifting
Carrying	Pushing	Stair climbing	Keyboarding

1). While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee may also be required bend/twist. The employee is required to reach, feel, talk, and orient oneself. The employee must occasionally lift and/or move more than 50 pounds.

2). The employee must maintain physical condition appropriate to the performance of assigned duties and responsibilities noted.

3). Hearing without correction or corrected sufficiently acute to meet medical standards under both normal and adverse circumstances.

4). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must be free of any medical or emotional condition that would prevent the performance of the essential functions of this position without posing a direct threat to the health or safety of the employee or others, with or without reasonable accommodation

<b>Position Description</b>	
<b>Land Use Board Clerk – Township of South Harrison</b>	
<b>Job Title:</b> <u>Land Use Board Clerk</u>	<b>Date:</b> <u>November 30, 2005</u>
<b>Employment Status:</b> <u>Part-time</u>	<b>Reg. hours worked:</b> <u>      </u> (minimum) /wk <b>Salaried Position</b>
<b>Department:</b> <u>Land Use Board</u>	
<b>Reports to:</b> <u>Land Use Board</u>	
<b>Overall purpose and objective of this position</b>	
<p>Under direction, serves as the principal aide or assistant and performs complex clerical and confidential secretarial support duties related to the work of the Board; does related work as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>	
<b>A. Major responsibilities of the job</b>	
<ol style="list-style-type: none"> <li>1). Prepares for meetings by making arrangements for time, participants, location of meetings, distribution of copies of agendas, and the assembly of background material for agenda items to notify participants of the business and topics to be discussed at meetings.</li> <li>2). Coordinates exchange of information between board members, staff, and applicants by selecting and organizing forms, documents, and presentation of written information to assist applicants with their requests or questions.</li> <li>3). Writes summary of pertinent information from minutes of meeting by extracting relevant and important information and writing summary easily readable by others to preserve information and promote information exchanges between persons needing the information.</li> <li>4). On own initiative, follows up on results of meetings by notifying applicants or others of actions taken by board members by contacting the applicants by phone or letter to inform them of official action taken or determination made.</li> <li>5). From general instructions and delegated authority or on one's own initiative, composes correspondence by answering questions pertaining to procedures for filing and complying with regulatory requirements for conducting business with a government body or representatives (for example, permits and approvals, presentation of document, fee requirements) to relieve board and other staff members of the more</li> </ol>	

routine office activities.

- 6).** Receives and reads incoming correspondence, documents, or reports to screen those which can be handled personally and to forward those requiring action by board members or other staff members.
- 7).** Reviews documents such as applications, permits, forms, and outgoing correspondence to verify name and address or detect missing or illegible entries to call to the attention of applicant any conflict or discrepancy in file or to resolve any procedural conflict.
- 8).** Reviews information given on forms submitted by applicants or contained in documents for completeness or accuracy by noting where information is missing or inappropriate.
- 9).** Clarifies information with persons submitting forms.
- 10).** Adds, deletes, and corrects information to ensure that required information is available to board members and staff and is accurate and complete.
- 11).** Confers with document originator or applicant or engineering liaison personnel to resolve discrepancies in completeness of document, (such as blueprints or drawings) and compiles required changes to documents to meet procedural requirements.
- 12).** Verifies applicant information in statements and on record by requesting additional written information from public and private sources or making telephone calls to ascertain the accuracy of a situation or investigate discrepancies on record.
- 13).** Reviews all typewritten material (for example, memoranda, correspondence, reports) for proper signatures and other information to ensure procedural and typographic accuracy.
- 14).** Obtains information and organizes documents which may be scattered in various local government offices and draws attention to missing data so that members and other professionals (such as engineers, or health or medical staff) may have necessary subject information to make a decision.
- 15).** Receives visitors and phone calls, ascertain the nature of requests, personally provides information desired on procedural matters of the office, and refers others to appropriate staff members in order to take care of office business.

- 16). Posts information to records or computes, accounts for, and compiles reports on monies collected for services to maintain records of office activities for administrative purposes.
- 17). May take and/or transcribe minutes of meeting by ensuring proper format, correct grammatical content, and inclusion of facts in accord with prescribed procedures to maintain a permanent and legal record of events and decisions by board members.
- 18). Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**B. This position is minimally supervised.**

The Land Use Board Clerk is responsible for the day-to-day operational control of the Land Use office with minimal Governing body direction. The position is accountable to the Land Use Board, which retains the right to establish policy, rules, and regulations governing office operation.

**C. This position has access to confidential information.**

*The Land Use Board Clerk has access to confidential departmental, employee and community matters and records. Including but not limited to personnel confidential files, ongoing investigations, matters not for public dissemination, and ongoing municipality legal issues.*

**D. It is important to this position that the incumbent be able to communicate fluently in English, in both verbal and in written form.**

The Land Use Board Clerk must have the ability to effectively communicate verbally and to develop a meaningful dialogue with governing body, individuals, and groups within the Township and surrounding areas. The Clerk must be able to communicate effectively in written form and have the ability to compose correspondence at the direction of the Governing body.

**E. Work Hours**

**Note: Hours are subject to change based on the needs of the Board.**

*The Land Use Board Clerk shall work a minimum of        hours per week. Compensatory time shall be allowed for the time expended outside of the Land Use Board Clerk's regular workday hours for attendance at regular and special meetings of the Land Use Board. Compensatory time shall be granted equal to the actual length of time of the meeting as recorded in the minutes, plus one-half hour for set-up.*

## **F. Additional Employment requirements.**

NOTE: Additional requirements as may be deemed appropriate at time of hiring.

Applicants will be required to submit to a post-offer medical examination, which includes a psychological screening prior to appointment, consistent with the requirements of this position. Any offer of employment shall be conditioned upon the post-offer medical examination.

All applicants will be fingerprinted and a record check made of local, state, or federal authorities. In addition, a comprehensive background investigation will be conducted.

All appointees to this position must obtain certification by the NJ Department of Community Affairs, Division of Local Government Services.

All applicants must be 21 years of age, a United States citizen, and meet the requirements listed below.

### **EDUCATION**

Graduation from High School or possession of an approved High School Equivalency Certificate, supplemented by completion of sixty (60) semester hour credits from an approved college or university.

### **EXPERIENCE**

Two (2) years of clerical experience involving the organization of office clerical processes and procedures or as a secretary to an executive or administrative official in a public or private organization.

### **LICENSE**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

## **G. Required technical/administrative skills include but are not limited to:**

- 1). Knowledge of state/local laws, rules, regulations, policies, and procedures that apply to the administration of board affairs.
- 2). Ability to answer inquires and to provide accurate, detailed information to citizens and others.
- 3). Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- 4). Ability to process, record, and file resolutions.
- 5). Ability to furnish data to the public media.
- 6). Ability to purchase supplies/equipment.
- 7). Ability to direct correspondence and inquiries for action to various municipal departments.
- 8). Ability to conduct business with other municipal departments as directed

by the governing body.

- 9). Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- 10). Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- 11). Computer skills to effectively carry out designated responsibilities including use of a personal computer and software in a “Windows” and Microsoft Office® environment.
- 12). Ability to safely utilize Office Equipment: for example calculators, dictation equipment, copy machines, typewriters, telephones, cell telephones,
- 13). Digital/Standard Camera; Two-way base/mobile radio; Car or van
- 14). Demonstrated good habits of personal learning.

**H. The following skills/factors/abilities are important to successful performance in this position:**

Public relations Highly flexible, imaginative Team Building Crisis Management Skills	Problem Solving Ability Analytical Ability Verbal Communication Skills Budgeting/Mathematical Skills	Written Communication Skills Interpersonal Skills Dexterity
---	---	--

- 1). Ability to read, effectively analyze and correctly interpret and implement documents such as safety rules, departmental rules, state statutes and municipal ordinances, operating and maintenance instructions and procedure manuals.
- 2). Ability to write reports and correspondence clearly and effectively and prepare necessary reports and presentations.
- 3). Ability to effectively and tactfully communicate with citizens, fellow workers, and superiors and develop relationships with all levels of staff, and internal and outside entities.
- 4). Skills in meeting management and facilitation, public relations, promotional communications, and departmental administration.
- 5). Ability to understand basic and moderately advanced mathematical concepts and procedures, and apply same to job situations such as calculation of fees, and other job related applications.
- 6). Ability to perform minor accounting tasks and project cost tracking and trending.
- 7). Ability to prepare and understand budget reports.
- 8). Ability to interpret, comprehend, and use data furnished in a variety of written, oral or schedule forms to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists..



- 9). Ability to assess situations and apply sophisticated investigative techniques to define problems, collect data, establish facts, and draw valid conclusions.
- 10). Interpersonal skills to foster a positive working and team environment; ability to set team and personal goals, plan, organize, implement, monitor and meet deadlines independently as well as in a team setting.

**I. Working Conditions**

Particular working conditions associated with this position that should be noted

The work environment is representative of those an employee encounters while performing the essential functions of a Land Use Board Clerk and includes but is not limited to the following.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

- 1). The employee is occasionally exposed to outside weather conditions.
- 2). The employee is occasionally exposed to risk of electrical shock and vibration.
- 3). Hazardous conditions involved in Land Use Board Clerk activities including:
  - a. Natural and man-made disasters.
  - b. Moving equipment and supplies,
  - c. Climbing stairs/ladders,
  - d. Walking, standing or sitting for extended periods of time,
- 4). The noise level in the work environment is usually moderate.

**J. Physical Demands of Position**

**The Physical demands of this position of Land Use Board Clerk are representative of those an employee encounters while performing the essential functions of a Land Use Board Clerk and include but are not limited to the following.**

Strength	Climbing	Speaking	Handling
Standing	Balancing	Hearing	Pulling
Walking	Stooping	Seeing	Reaching
Sitting	Kneeling	Crouching	Lifting
Carrying	Pushing	Stair climbing	Keyboarding

- 1). While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance;

stoop, kneel, or crouch. The employee may also be required bend/twist. The employee is required to reach, feel, talk, and orient oneself. The employee must occasionally lift and/or move more than 50 pounds.

- 2). The employee must maintain physical condition appropriate to the performance of assigned duties and responsibilities noted.
- 3). Hearing without correction or corrected sufficiently acute to meet medical standards under both normal and adverse circumstances.
- 4). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must be free of any medical or emotional condition that would prevent the performance of the essential functions of this position without posing a direct threat to the health or safety of the employee or others, with or without reasonable accommodation