



**Provisional Civil Service Appointment Pending Exam**

**Salary Range: \$32,487 - \$38,643**

**CSEA Union Benefits**

**SECRETARY TO LAND USE BOARDS**

**GENERAL STATEMENT OF DUTIES:**

Independently meets the public and provides customer service in advising and enacting applications of individuals, or corporations from the public to the land use boards. Under the direction of the Director of Planning & Development, performs routine clerical work in maintaining records, and in processing applications and documents, and assists in performing more difficult and responsible phases of this work; does related work as required. Must have a comprehensive understanding of the responsibilities and workings of the land use boards, and of the codes which govern the operations of the boards and the advisory commissions.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work is primarily of routine nature and involves standard account keeping practices in maintaining and checking financial accounts and records. This work is usually performed under general supervision on standard assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems. Detailed instructions are given on new assignments. The work is reviewed by immediate observation, by checking, or by another step in the account keeping process.

**EXAMPLES OF WORK: (Illustrative Only)**

1. Performs the duties and responsibilities of the Secretary to the City of Newburgh Architectural Review Commission (“ARC”), Zoning Board of Appeals (“ZBA”), Planning Board and Conservation Advisory Council, collectively referred to as “Boards”, as described herein.
2. Answers general procedural questions about completing and submitting an application, including but not limited to each step required to complete an application, the appropriate forms and attachments for each type of application, time limits within which each step must be completed, and the schedule of meetings, etc.
3. Receives completed applications from applicants, collects the fees and assigns index numbers as required.
4. Reviews application for accuracy, contacts applicant for any missing information.
5. Drafts public hearing notices for approval, and transmits the notices to the City’s official newspapers for publication within the required notice period.
6. Provides applicants with a list of adjacent property owners and addresses from the City Assessor’s office. Completes an affidavit confirming the mailing of all public hearing notices returned by applicants in stamped sealed envelopes within legal time frames.
7. Copies all completed applications and prepares packets of each month’s applications for the members of the Boards and consultants and mails them.

8. Prepares an Agenda for each month's meeting of each board/commission and circulates as required.
9. Confirms a quorum for each Board meeting every month.
10. Attends each evening meeting of the ARC, The Planning Board, ZBA, and the CAC wherein the Secretary shall tape record the proceedings and prepare the minutes of the meeting. Additionally, the Secretary shall call the roll and track each vote of the Board taken at each meeting.
11. Files the approved minutes of all Board meetings with the City Clerk within five (5) business days.
12. Notifies other Boards or Agencies if a recommendation or other action is required by law, rule or regulation for the Board to act on an application.
13. Prepares decision letters of each Board meeting and upon the approval of the Corporation Counsel, mails them to the applicants.
14. Performs additional duties as required by the ARC, ZBA, Planning Board and CAC or as assigned by the Director of Planning and Development and/or requested by the Building Inspector.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent computer, database and word processing skills. Working knowledge of modern methods of keeping and checking financial accounts and records; Fully computer literate; Working knowledge of business English; Ability to understand and follow oral and written instructions; Ability to make arithmetic computations rapidly and accurately; Ability to write legibly; Ability to get along well with others; Clerical aptitude; Mental alertness; A high degree of accuracy, integrity, tact and courtesy. Ability to attend evening meetings.

**MINIMUM REQUIREMENTS: Either;**

- A. Associate's Degree and 1 year experience in an office setting which included compilation and maintenance of financial accounts and records, or;
- B. Graduation from high school, or possession of a high school equivalency diploma, and 2 years' experience in an office setting which included compilation and maintenance of financial accounts and records;

Preference in appointment will be given to City of Newburgh residents.

Send resume with cover letter to [mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov) through 4/10/15

**The City of Newburgh is an Equal Opportunity Employer.**

[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)