

Planning /Zoning Secretary

Annual Salary \$38,000

**Interested candidates can submit their resume and employment application to the
Twp of Edison, HR Dept., 100 Municipal Blvd. Edison, NJ 08817**

Under assignment by the Director and/or Office Manager assists the administrative official in one of the assigned Divisions of the department by doing administrative clerical and related work, usually varied and involving some elements of trouble shooting, or under the immediate direction of an administrative official, supervises the office and other clerical and related operations of an office; does related work as required,

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.

Examples of Work:

As may be assigned to a Division by the Director, assists the administrative official in the assigned division; whether the Engineering Division, and/or the Planning and Zoning Division, and/or the Construction Code Enforcement Division, in the formulation of effective policies and procedures for the office and other clerical and related operations.

Collects and analyzes data needed as a basis for administrative decisions in addition to performing general administrative clerical and related work

May directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices and vouchers, and collecting and depositing money.

Handles correspondence.

Makes decisions requiring knowledge of the organization.

Supervises directly or indirectly the establishment and maintenance of records and

files. May be assigned or appointed by the Township to work on boards and/or

committees. Requirements:

(2) years of a zoning or engineering processing clerk and certified, successful completion of (18) hours of job related Career Building Classes as approved by Human Resources .

For Senior: One (1) year as Planning /Zoning Secretary and certified, successful completion

of an additional eighteen (18) hours of job related Career Building classes as approved by Human Resources office . Upon verification of requirements, promotion will be effective the following July 1.

For Principal : One **(1)** .year as a Senior Planning /Zoning Secretary and certified, successful completion of an additional eighteen (18) hours of job related Career Building classes as approved by Human Resources office . Upon verification of requirements, promotion will be effective the following July 1.

Knowledge and Abilities:

Knowledge of modern office methods, practices, and equipment.

Knowledge of the internal organization and established policies, procedures, and regulations relative to the work of the department or autonomous government agency.

Knowledge of problems involved in the formulation of effective policies and procedures for the office and other clerical and related operations.

Ability to supervise the preparation of statistical and other reports containing findings, conclusions, and recommendations.

Ability to supervise the establishment and maintenance of records and files.

Ability to comprehend established office and other clerical and related routines and rules and regulations of the organization.

Ability to organize assigned work and develop effective work methods.

Ability to give assignments and instructions to individuals and

groups. Ability to prepare and supervise the preparation of reports.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of *this* position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.