

JUVENILE
CONFERENCE
COMMITTEE

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Job Specification 07419

SECRETARY, BOARD/COMMISSION

DEFINITION

Under direction, serves as the principal aide or assistant and performs complex clerical and confidential secretarial support duties related to the work of a board, commission, committee, advisory council, or similar body; 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:

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.

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.

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.

On own initiative, follows up on results of meetings by notifying applicants or others of actions taken by board members by contacting applicants by phone or letter to inform them of official action taken or determination made.

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 documents, fee requirements) to relieve board and other staff members of the more routine office activities.

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.

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.

Reviews information given on forms submitted by applicants or contained in documents for completeness or accuracy by noting where information is missing or inappropriate.

Clarifies information with persons submitting forms.

Adds, deletes, and corrects information to ensure that required information is available to board members and staff and is accurate and complete.

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.

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.

Reviews all typewritten material (for example, memoranda, correspondence, reports) for proper signatures and other information to ensure procedural and typographic accuracy.

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.

Receives visitors and phone calls, ascertains 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.

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.

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.

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.

REQUIREMENTS:

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 the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of current office methods, practices, routines, machines, and equipment.

Knowledge of proper English, grammar, spelling, punctuation, and required formats to type material in final form.

Ability to organize effectively the flow of complex clerical processes and work in an office.

Ability to make arrangements for meetings with little or no instructions.

Ability to locate and assemble information for various reports and meetings.

Ability to compose correspondence.

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).

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.

Ability to prepare in final form all types of narrative summaries and reports from rough draft, notes, oral recordings and so forth.

Ability to use reference sources such as technical dictionaries and to ensure proper arrangement, grammatical accuracy, and spelling of final copy.

Ability to organize complex clerical work by establishing work flow, procedures, and priorities.

Ability to learn 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.

CODES: LG-07419

CAH

1/8/97

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Department of Pers

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Account Number Description	2004	2005	2006	***** Year 2007 *****			Budgeted	%PY
	Approp Actual	Approp Actual	Approp Actual	Dept. Request	Admin. Recmnd	Comments		
Dept: 7-01-25-281-000 JUVENILE CONFERENCE COMMITTEE								

7-01-25-281-000 H JUVENILE CONFERENCE COMMITTEE								
7-01-25-281-010 C SALARIES & WAGES								
7-01-25-281-011 S BASE PAY	1,080.00	1,080.00	1,080.00	1,140.00	1,140.00		0.0	
Transfers	839.71	1,066.63	1,104.41					
Transfers	100.00	150.00	200.00					
7-01-25-281-020 C OTHER EXPENSES								
7-01-25-281-036 S OFFICE MAT'L & SUPPLIES/OTHER	25.00	25.00	25.00	25.00	25.00		0.0	
Transfers	.00	.00	.00					
Dept Total	1,105.00	1,105.00	1,105.00	1,165.00	1,165.00	.00	0.0	
Transfers	839.71	1,066.63	1,104.41					
Transfers	100.00	150.00	200.00					
Dept Total	7055,091.13	8642,818.00	9455,248.00	1998,291.13	1583,401.00	.00	0.0	
Transfers	7037,474.67	8472,018.42	9219,184.32					
Transfers	31,573.00	148,650.00-	73,155.00-					

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