

**COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2022-05**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB
DESCRIPTION AND SALARY SCALE**

Section 1. Purpose & Authority. Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the Part Time Salary Ordinance and updates the job description.

Section 2. New Title: The following title is hereby created:

SECRETARY, PLANNING BOARD & ZONING BOARD LEVEL 3

Section 3. Job Description. The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

Salary Scale as Follows:

2022	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00

Section 4. No New Rights/No Vacancies. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

Section 5. Repealer. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

Section 6.—Savings and Construction. This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

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Section 7. Codification. This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

Section 8. Effective Date. This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.



ANNEMARIE KRUSZNIS, RMC
Borough Clerk



RICHARD A. LABARBIERA
Mayor

Introduced: January 25, 2022
Final: February 8, 2022

SECRETARY, PLANNING BOARD & ZONING BOARD

Part Time: Level 3

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, 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 preparing agendas, 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. Manages a continuous record of hearing dates and status of applications. Processes required legal notice, memorialized resolutions in newspapers and alternate Borough media, as necessary

Maintains board files, department head reports, escrows, and fees. Determines and calculates fees required for each application and notifies applicant. Prepares and process vouchers for payment.

Coordinates exchange of information between board members, Borough departments, and applicants by selecting and organizing forms, documents, and presentation of written information to assist applicants with their requests or questions. Accepts applications checks for completeness, requests additional paperwork when necessary.

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. Attends various meetings as required.

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. Responds to telephone inquiries on status of applications, attorney requests for hearing dates.

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.

Research and responds to all OPRA requests in a timely fashion

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:

Education: Bachelor Degree from an accredited college

EXPERIENCE:

Five (5) 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.

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