

ADMINISTRATIVE AIDE (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: This is technical and clerical work of a moderately complex nature involving responsibility for serving one or more boards and commissions concerned with the administration of laws and ordinances for land and building use. An incumbent of this position may also perform a variety of related administrative research tasks. The work is performed under the supervision of the Chief Clerk, Office of Boards and Commissions and/or an administrator. Work direction may be given to a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews maps for compliance with various regulations (e.g. subdivision, Planning Board decisions, map reviews, etc.);
Composes appropriate legal notices and sees that they are published;
Answers inquiries, in person and by telephone, from attorneys, architects, engineers and the general public;
Prepares written communications and completes a variety of reports pertaining to planning and related activities;
May perform a variety of clerical tasks (set up and maintain files, prepare agenda, keep minutes of board meetings, type drafts of reports, etc.);
May prepare preliminary drafts of board and commission decisions;
May assist in the preparation of a budget and maintenance of budget accounts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local laws, procedures and policies of local boards and commissions involved in the areas of planning, zoning and/or building use; working knowledge of business administrative practices and procedures; ability to interpret a variety of written materials, including technical reports in the areas of planning, zoning and/or building administration; ability to prepare written communications and reports; ability to read maps; ability to establish and maintain effective work relationships.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

1. Two (2) years of technical or administrative work experience involving the application of laws, ordinances, rules and regulations; or
2. Four (4) years of clerical work experience of which two (2) years involved independent responsibility for the clerical processing of legal documents and explanation of laws, rules or legal documents to the public or to agency clientele as a regular aspect of the job.

NOTE: An Associate's degree or higher may be substituted for one (1) year of the required experience in one above or two (2) years of the clerical work experience and one (1) year of the specialized experience in two above.

R.C.D.P. (03.27.1992) 04.22.2015
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.