

**JOB DESCRIPTION  
TOWN OF EASTON**

**SECRETARY – CONSERVATION COMMISSION/INLAND WETLANDS AGENCY**

**GENERAL STATEMENT OF DUTIES:**

Performs general secretarial and clerical work for the Conservation Commission that also acts as the Inland Wetlands Agency for the Town. Adheres to all Town, State and Federal environmental regulations and statutes; advises and consults with the Conservation Commission concerning all environmental matters.

**SUPERVISION RECEIVED:**

Works under the general direction of the Chair Person of the Conservation Commission and the Wetlands Enforcement Officer.

**SUPERVISION EXERCISED:**

None

**ILLUSTRATIVE DUTIES**

Prepare: agendas, minutes and approval/denial letters;  
Violation notices issued by the Wetland Enforcement Officer;  
monthly/quarterly reports to the State;

Receive/Record all permit applications, collect and record fees;

File/Submit: reports to the State Regulatory Agency;  
agendas, minutes to the Chair of the Commission for approval prior to  
filing the same with the Town Clerk for posting;

Publish: all approvals/denials in the local paper on a timely fashion;

Attend: all Conservation Commission meetings and public hearings and take minutes  
of same;

Maintain: liaison with Planning and Zoning Commission and all other Town offices  
regarding wetland issues; Keep Chair of the Conservation Commission and the  
members informed on all matters of interest;

Understand: Inland Wetland issues affecting the Town and respond to inquiries in a  
professional manner from home owners, builders, real estate agents, State  
Regulatory agencies and the like;

Perform related work as required;

## **MINIMUM QUALIFICATIONS**

### Skills:

- Strong verbal and written communication
- Proficient in the use of Microsoft Word, Excel and Adobe
- Good organizational skills

The ideal candidate will possess a working knowledge of Town, State and Federal laws and regulations concerning conservation and environmental protection, land use techniques and construction processes and will be trained regarding statutes and general environmental issues if necessary.

Further, the candidate must be able to establish and maintain effective working relationships with the Conservation Commission, its associates, officials of other agencies and the general public. Must be a team player.

## **EXPERIENCE AND TRAINING**

Minimum two years of college and two years of municipal government or related experience OR any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 07-21-16)

**BOS APPROVED 7/21/16**