

ORDINANCE NO. 2007-44

**AN ORDINANCE OF THE TOWNSHIP OF LACEY,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AMENDING AND SUPPLEMENTING CHAPTER 79
OF THE TOWNSHIP CODE, ENTITLED "OFFICERS
AND EMPLOYEES," SO AS TO CREATE THE
POSITION OF SECRETARIAL ASSISTANT**

BE IT ORDAINED, by the Mayor and Township Committee of the Township of Lacey, County of Ocean, State of New Jersey, as follows:

SECTION 1. Chapter 79 of the Township Code of the Township of Lacey, entitled "Officers and Employees," is hereby amended and supplemented so as to provide for the position of "Assistant Violations Clerk Typing," which shall provide as follows:

ARTICLE XCVI

Secretarial Assistant - Typing

§ 79-368. Position created.

There is hereby created the position of Secretarial Assistant - Typing for the Township of Lacey.

§ 79-369. Duties.

The duties of the Secretarial Assistant - Typing, under direction, shall include, but not be limited to, acting as a personal secretary or aide to the head of an established division and performs complex and responsible clerical work of a varied nature requiring thorough knowledge of the rules and regulations of the division; in addition, may assign and supervise the work of the clerical staff of the unit; does related work and typing as required.

§ 79-370. Qualifications.

To be appointed to the position of Secretarial Assistant - Typing, an individual must meet the following requirements:

- A. Knowledge of office methods, practices and equipment.
- B. Knowledge of the internal organization and established policies, procedures, and regulations relative to the work of the unit after a period of training.
- C. Knowledge of the problems involved in the formulation of effective policies and procedures for the office and other clerical and related operations.
- D. Ability to perform highly complex clerical tasks

- E. Ability to prepare and supervise preparation of statistical and other reports containing findings, conclusions, and recommendations.
- F. Ability to supervise the establishment and maintenance of records and files.
- G. Ability to comprehend complex office procedures, rules, and regulations.
- H. Ability to organize assigned work and develop effective work methods.
- I. Ability to give suitable assignments and instructions to individuals and groups.
- J. Ability to prepare and supervise the preparation of suitable reports.
- K. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- L. 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.
- M. 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.

§ 79-371. Compensation.

The salary for the Secretarial Assistant - Typing shall be determined from time to time by the Township Committee and shall be paid in accordance with the provisions of the Salary Ordinance of the Township of Lacey.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. This ordinance shall take effect after second reading and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Lacey held on the **13th** day of **December, 2007**, and will be considered for second reading and final passage at a regular meeting of the Township Committee to be held on the **27th** day of **December, 2007**, at 7:00 p.m., at the Municipal Building located on Lacey Road in Forked River, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

VERONICA LAUREIGH
Municipal Clerk