

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Hearing Examiner Administrative Assistant	E-PLAN
CLASS TITLE:	Administrative Assistant	SG:E-7
DEPARTMENT:	Hearing Examiner	CS:N
		FLSA:Y
		EEO4CODE:AS
		PART-TIME

JOB SUMMARY:

This position acts as administrative assistant for the Office of the Hearing Examiner. Provides professional and confidential office support. Manages the administrative functions of and coordinates the work of the Hearing Examiner Office. Performs a variety of detailed clerical, administrative and budget support duties utilizing computer software; possesses a knowledge of the legal and technical public hearing and appeal process; creates and maintains hearing schedule; prepares forms, correspondence, reports, invoices, travel itineraries, reimbursements, etc.; maintains and updates Hearing Examiner's web page; establishes and maintains record-keeping systems, and coordinates with other City departments. Receives and responds to inquiries and/or public disclosure requests from the public, visitors, vendors and staff or directs inquiries to appropriate staff. Acts as recording secretary for public hearings and appeals and establishes the record of proceedings. Requires a high degree of attention to detail and discretion.

SUPERVISORY RELATIONSHIP:

Reports directly to, and accepts direction and work assignments from, the Hearing Examiner. Work is performed independently with a minimum of supervision and within broadly defined practices and procedures. Establishes office procedures and work routine under the guidance of the Hearing Examiner.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Acts as recording secretary for the Hearing Examiner. Attends and records public hearings and appeals, maintains roster of parties of record, organizes and establishes public record, prepares and transmits transcripts of proceedings, operates audio/visual recording equipment, and receives and marks exhibits. Executes applicable federal, state and local laws regarding public hearings.
2. Provides primary administrative support to the Hearing Examiner. Maintains schedule; arranges travel and reimbursements; tracks continuing legal education (CLE) requirements; prepares orders, decisions, and correspondence; and acts as a liaison to other City departments.
3. Prepares, types, proofs, edits, notices and issues decisions, orders, correspondence, forms and other documents as required by law. Composes correspondence in accordance with established procedures or instructions. Prepares mail merges and mailing lists for public notices.
4. Receives and processes hearing and appeal requests. Coordinates with other City departments and external agencies/businesses.

5. Sets and maintains Hearing Examiner schedule; prepares agenda; prepares and sends notices of hearings/appeals and decisions.
6. Develops and maintains accurate and timely record-keeping systems or databases. Includes layout and arrangement of reports, assuring inclusion of all pertinent information from sources and assuring compliance with public records regulations or standard cataloguing practices. Conducts special records or information retrieval projects; prepares certification of the record for Superior Court and public disclosure requests. Maintains files and records. Responsible for sending and retrieving archive materials. Tracks, maintains and updates Hearing Examiner's CLE requirements.
7. Receives and directs visitors and telephone calls; provides detailed information on judicial process; communicates with vendors; responds to inquiries and refers to appropriate staff. Assists citizens, as needed, through explanation of departmental or legal processes making appropriate referrals for services.
8. Provides detailed assistance to the public on technical information regarding Hearing Examiner programs, which requires thorough knowledge of laws, regulations, policies and procedures. Acts as a liaison to City staff and the public to assist in preventing improper ex parte contacts.
9. Develops and maintains Hearing Examiner web page. Posts agendas and decisions in a timely manner for public use. Provides instruction for public inquiries seeking information on Hearing Examiner rules and/or decisions.
10. Assists with preparation and administration of departmental budget. Updates SRC files and prepares monthly budget reports. Includes processing invoices and requisitions; obtaining supplies and equipment; and receiving, processing and maintaining all accounting records. Prepares monthly transaction log of purchasing card goods and services. Creates and modifies budget presentations to City Council.
11. Works independently to carry out defined departmental and/or City-wide programs or projects.
12. Makes arrangements for and provides instruction and training to temporary help.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of legal terminology and quasi-judicial hearing procedures and requirements.
- Thorough knowledge of Department and City-wide program procedures, policies, terminology and related regulations.
- Comprehensive knowledge of office procedures, practices and equipment operation.
- Excellent listening skills and the ability to communicate verbally and in writing. This includes reading comprehension, composition, knowledge of business English composition, spelling, punctuation and grammar.
- Excellent interpersonal skills to deal with the public and staff, using courtesy and tact in sensitive or high-pressure situations.
- Problem solving, decision making, time management, planning and organizing skills.

- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Skill in using software applications including word processing, spreadsheet and database management programs.
- Basic math skills including the ability to add, subtract, multiply and divide with accuracy.
- Ability to interpret and apply program/department information in making work decisions or in providing information to others.
- Ability to maintain complex specialized records and prepare narrative and statistical reports based thereon.
- Ability to work independently and make appropriate decisions regarding work methods and priorities.
- Ability to establish and maintain varied and detailed computerized filing and record-keeping systems.
- Ability to operate standard office equipment such as typewriter, word processor, calculator, computer terminal, telephone and photocopier.
- Excellent communications skills to deal with City staff, the general public and other agencies using courtesy, tact and good judgment in order to provide clear explanations of departmental policies, procedures and practices.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions.
- Willingness and ability to maintain a high level of confidentiality regarding sensitive information.
- Ability to assign, review and guide work of lower classified employees or volunteers.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties.

WORKING ENVIRONMENT:

Most work is performed in an office environment and includes extensive work at a computer workstation. Attends two or more evening meetings per month.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED).
- Four years of progressively responsible clerical experience including word processing and transcription skills and experience required.
- Ability to accurately type 45-50 words per minute, net.
- Paralegal Certificate and/or legal assistant background with a working knowledge of legal terminology preferred.
- Any combination of experience and education which provides the necessary skills, knowledge and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Willingness and ability to work flexible shifts with some evening hours.

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4/01

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