

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Hearing Examiner Administrative Assistant

DEPARTMENT: Hearing Examiner

E-PLAN
SG:E1-8
CS:N
FLSA:Y
EEO4CODE:AS
PART-TIME

JOB SUMMARY:

This position serves as administrative assistant for the Office of the Hearing Examiner. Manages the administrative functions of and coordinates the work of the Hearing Examiner Office utilizing knowledge of the legal and technical public hearing and appeal process. Creates and maintains hearing schedule; prepares forms, correspondence and reports. Acts as recording secretary for public hearings and appeals and establishes the record of proceedings; prepares agendas and exhibits for public hearings. 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. Maintains proficiency with the State and City's zoning codes and performs legal research as needed.

SUPERVISORY RELATIONSHIP:

Reports to the Hearing Examiner. Work is performed under general 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, maintains and updates continuing legal education (CLE) requirements; prepares correspondence; and acts as liaison to other City departments. Arranges for Pro Tem Hearing Examiner when needed. Maintains and reviews the Hearing Examiner's Professional Service Agreement.
3. Sets and maintains Hearing Examiner schedule; prepares agenda; prepares and sends notices of hearings/appeals and decisions. Issues decisions, orders, correspondence, forms and other documents as required by law. Prepares mail merges and mailing lists for public notices, submits legal notice requests to local newspaper of record, prepares posting notices, and posts hearing information on City's webpage. Tracks deadlines for legal notice requirements of public hearings. Reviews staff reports and prepares packet of exhibits for each hearing item, ensuring the Hearing Examiner has complete record on which to make a decision.

4. Receives and processes hearing and appeal requests. Coordinates with other City departments and external agencies/businesses.
5. 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.
6. Assists the Hearing Examiner in preparation of the Annual Report to City Council. Schedules semi-annual meetings with the Hearing Examiner and Planning Staff and acts as liaison between the two.
7. Receives and directs visitors and telephone calls; provides detailed information on judicial process; communicates with vendors; responds to inquiries, referring to appropriate staff when outside scope of authority. Assists citizens, as needed, through explanation of departmental or legal processes making appropriate referrals for services. In all public interaction, uses appropriate legal ethics and avoids giving legal advice.
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 liaison to City staff and the public to assist in preventing improper ex parte contacts.
9. 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; gathers and submits budget information to Finance Department. Updates Finance Enterprise 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 other related work of a similar nature or level.

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.

Skill in:

- 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, tact and good judgment in sensitive or high-pressure situations in order to provide clear explanations of departmental policies, procedures and practices. Cultivates trusting working relationships with a wide variety of internal and external contacts.
- 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.
- 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. Maintain complex specialized records and prepare narrative and statistical reports based thereon.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Establish and maintain varied and detailed computerized filing and record-keeping systems.
- Research/review municipality rules and state regulations pertaining to land use.
- Operate standard office equipment such as word processor, calculator, computer terminal, telephone, audio recording equipment and photocopier.
- Maintain confidentiality and demonstrate diplomacy.
- Work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions.
- Maintain multiple calendars and track deadlines.
- Willingness and ability to maintain a high level of confidentiality regarding sensitive information.
- Assign, review and guide work of lower classified employees or volunteers.
- Maintain consistent and punctual attendance
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Commit to providing superior work product.
- Be flexible in assuming new responsibilities as they arise.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently remain stationary for long periods of time;
 - Frequently communicate accurate information and ideas with others;
 - Occasionally transport objects weighing up to 25 pounds.

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. This is a sedentary position with minimal physical exertion requirements.

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.
- Type 45-50 words per minute with accuracy, net.
- Paralegal Certificate and/or legal assistant background with a working knowledge of legal terminology strongly preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent on passing a criminal background check.
- Willingness and ability to work flexible shifts with some evening hours.

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