

HEARINGS CLERK

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary:

Positions in this class perform complex secretarial and administrative support work for an appointed board, commission, or quasi-judicial body.

Hearings Clerk - 30000028

Distinguishing Characteristics

This class differs from other office support classes by: its reporting relationship to a board, commission or quasi-judicial body; the greater independence with which assignments are performed; greater decision making responsibilities; the higher consequence of errors in judgment, discretion, and accuracy; and by the confidential nature of the subject matter.

Typical Duties/Examples of Work:

1. Provides secretarial and administrative support to a board, commission or quasi-judicial body; schedules and attends commission meetings or hearings; prepares agendas and all necessary supporting material; takes notes and prepares a final record of proceedings in the form of summary minutes or verbatim transcripts.
2. Within the delegated scope of authority, employees routinely make decisions and determinations on behalf of the agency based on knowledge of applicable rules and regulations, and by applying general guidelines and instructions to specific problems and situations.
3. Maintains familiarity with the current status of business coming before the agency.
4. Receives calls in person and by telephone; responds to inquiries of a general or specific nature; provides information, schedules appointments, and handles routine matters personally, and refers other questions to appropriate authority; recognizes and explains to adversaries in interest the need to avoid ex-parte contact in the quasi-judicial process.
5. Develops and prepares a variety of reports, ordinances, press releases, correspondence, mailing lists and other documents.

6. Compiles and maintains case files; personnel, financial, statistical, inventory, and other important records; develops office forms and procedures; plans and coordinates office operations.
7. Arranges and schedules special meetings and events, such as field trips, annual retreats and multi-jurisdictional meetings, including coordination of accommodations, and transportation.
8. Maintains frequent contacts for official or commission with public and private executives, officials, and the news media where inaccurate or improper dissemination of information may have legal ramifications or seriously disrupt the agency's activities.

Knowledge, Skills and Abilities: (At time of appointment)

Knowledge of: secretarial and modern office practices and procedures; standard reference sources and information gathering methods; some knowledge of the functions and organization of municipal government in rendering service to the public.

Ability to: maintain the confidential integrity of restricted material and information. Make independent judgments and decisions while working with minimal supervision. Interpret and apply complex rules, regulations, policies and procedures to a variety of situations; manage time and work under pressure to meet deadlines; effective oral and written communication. Accomplish assignments based on complex oral and written instructions of a general nature. Take notes of formal meetings and hearings and accurately transcribe complex and technical material to produce a verbatim record; exercise courtesy, discretion and tact to minimize abrasive public contacts and to maintain the professional image of the work unit. Establish and maintain effective working relationships with public and private officials, other employees, and the general public; perform basic math computations;

Skill in: keyboarding; operating a variety of office related equipment; utilizing word processing software and program-specific software.

Special Requirements

Some positions may require valid state driver's license

Classification History:

Adopted: 2-03-99;

Class created as a result of DCTU Classification and Compensation Study 1998-1999.

This class is composed of the following class:

0245 Hearings Clerk Adopted: 04-17-84

June 2009 - Change Job Class number from 0245 to 30000028, due to system change.

Working Conditions

Work in this class is typically performed in an office environment. Incumbent is typically required to deal with difficult or distraught customers on City property with support available.