

SNOHOMISH COUNTY JOB DESCRIPTION

CLERK OF THE HEARING EXAMINER

Spec No. 6028

BASIC FUNCTION

To prepare the official files for public hearings and act as clerk to the Hearing Examiner.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares supplemental agendas for public hearings; catalogs file documents and marks exhibits for consideration by the Hearing Examiner; establishes official public hearing files.
2. Takes the minutes and notes of public hearings; sets up and monitors verbatim tape recordings; maintains party of record register; records on the official agenda all action taken during meetings.
3. Prepares abbreviate minutes of all proceedings; follows up inquiries and requests as directed to ensure that the items are resolved or completed.
4. Responds to requests from county staff and the public for information regarding Hearing Examiner proceedings; researches active and inactive Hearing Examiner records; copies tapes of proceedings; may certify verbatim transcripts and copies of documents.
5. Schedules hearings and prepares and distributes legal notices for asset forfeiture, code enforcement and permit review cases; schedules and cancels appointments and pre-hearing conferences; arranges meetings and travel arrangements as required.
6. Initiates and monitors the flow of conditionally approved decisions throughout the approval process; reviews departmental packages for required information, signatures and due dates; prepares and maintain certification records.
7. Takes and transcribes dictation, formulates and types correspondence and reports for Hearing Examiner; composes and writes correspondence such as letters, memos, forms and charts utilizing word processing equipment or typewriter.
8. Prepares and maintains files and documents for review or signature; maintains custody of and processes confidential departmental information such as personnel/payroll information, leave records and schedules.
9. Sets up and maintains files and systems for retrieval of standard documents.
10. Prepares and submits requisitions, vouchers, budget transfers, emergency appropriations and supplemental appropriations for approval; may set up and post departmental ledgers and prepare draft budgets.
11. Maintains inventory records and custody of supplies; makes arrangements for appropriate maintenance service for repair of facilities or equipment.

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Spec No. 6028

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Collects, compiles and enters data on data base and spreadsheet records manually or on a computer terminal; sets up and maintains these records; may serve as department personal computer coordinator.
13. May lead other employees and provide direct supervision to them as required.
14. Develops, recommends and implements departmental policies and procedures as appropriate.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of secretarial experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience as a legal secretary is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office procedures and practices
- proper English spelling, grammar, punctuation and word usage
- basic record keeping procedures

Ability to:

- type accurately; understand and apply the Snohomish County Code and the Revised Code of Washington as they apply to the Hearing Examiner operations
- establish and maintain effective working relationships with elected officials, department managers, associates and the general public
- maintain necessary records and prepare required reports; operate tape recorder, public address system and other standard office equipment
- communicate effectively both orally and in writing
- meet deadlines and cope with interruptions
- take and transcribe shorthand and tapes, brief hand, speedwriting or equivalent
- prepare accurate and complete transcriptions
- understand and operate within the restrictions imposed on quasi-judicial activities by Washington State appearance of fairness and conflict of interest doctrines

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KNOWLEDGE AND ABILITIES (Continued)

- work effectively under pressure, meet deadlines and cope with interruptions
- work independently with minimum supervision
- maintain confidentiality of information.

SUPERVISION

The employee receives general supervision from the Hearing Examiner. Objectives, priorities and deadlines are established by the supervisor. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The employee is responsible for the work by the employees he/she may lead.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to locations outside the courthouse complex as necessary to attend meetings and hearings. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: March 1989 711738
Revised: December 1990
Previous Spec No. 711738
Revised: August 2000, January 2010
EEO Category: 6 – Administrative Support
Pay Grade: 315 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous