

Metropolitan King County Council

Classification Specification



Position: Legislative Clerk	FLSA: hourly, overtime eligible
Department: Council Administration	Salary Grade: 20
Council Approved: 07/05/17	Revised: 06/02/17

Summary

The Legislative Clerk performs complex clerical and administrative support to the Metropolitan King County Councilmembers and the legislative process by providing, assembling, and distributing agendas; attending Council and committee meetings, preparing materials, notices, and minutes; maintaining complete, accurate, and current files and records of proceedings and actions; responding to public records requests; and serving as a technical resource to others on administrative systems, databases, and processes. The Legislative Clerk is an hourly, at will, overtime eligible classification.

Distinguishing Career Features

The Legislative Clerk provides senior-level support to a variety of administration, business, and legislative functions. The Legislative Clerk ensures accountability throughout the legislative process in compliance with established standards by working with Councilmembers, committee and administrative staff. Legislative clerks who staff a committee also receive day-to-day direction from Committee Lead Staff.

Essential Duties and Responsibilities

- Prepare agendas for Council or committee meetings, public hearings, or other official proceedings; attend and serve as the clerk for the legislative process, maintain records and provide administrative support to the legislative process; assemble legislation for manual and electronic distribution; and attend Council and/or committee meetings to assist the presiding official.
- Monitor progress of legislation and estimate timing of placement on the Council agenda, determine initial referral and advertising requirements, and prepare advertising of legislation as required by statute, check for technical accuracy of content and proper timing.
- Poll Council and committee members for attendance, accept and record documents offered during the legislative process, develop recommendation slips, prepare minutes of proceedings, and distribute documents to the Clerk of the Council and others.
- Provide technical support to staff by entering, retrieving, and monitoring pending and passed legislation, public testimony, and meeting recollections from internal and external databases.
- Prepare meeting packets by organizing and assembling staff reports, agendas, and other materials; distribute information to Council or committee members, council staff, media, and other organizations and individuals requesting information.
- Schedule public hearings used for testimony and appeal of County decisions, assessments, and charges; provide support to presiding members.
- Serve as a point of contact to and from the public on general questions and information pertaining to Council or an assigned committee.

- Provide assistance to other Legislative Clerks and functions within the Council as needed, most notably during the biennium budget cycle.
- May review legislation and assist in the update of the King County Code.
- Ensure accurate recording of Council or committee minutes, oversee and prepare transcripts, and compile periodic reports of Council voting and attendance records.
- Prepare and post ordinances, agendas, minutes, initiatives, referendum petitions, and proposed charter amendments, as required by law and Council procedures. Receive service of legal proceedings against the County, maintain logs and route time sensitive documents to the Prosecuting Attorney's office; refer difficult or sensitive matters to appropriate parties.
- Coordinate file directory set-up and permissions on behalf of Council and committee priorities.
- May serve as the Council's public records officer.
- Assemble, organize, store, and retrieve Council records for archives.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Working knowledge of office practices, procedures and equipment, including filing systems and letter and report writing
- Working knowledge of the rules, regulations, protocols, and procedures associated with public meetings, hearings, and the legislative process
- Working knowledge of and skill in using personal computers and common desktop productivity software
- Well-developed math skills to tabulate, summarize, compile, and compute statistics using financial and other numeric data
- Working knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text
- Working human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts

Required Ability

- Independently perform all of the duties of the position
- Accurately take and transcribe notes and/or meeting minutes/recollections
- Learn, interpret, explain and apply knowledge of Council organization and committee processes, and special terminology used in committee processes
- Prepare spreadsheets, graphs and charts
- Enter, import and export data to and from databases, and access information from internal and external databases to support research
- Plan, organize and prioritize work in order to meet schedules and timelines
- Plan and sequence meetings and events
- Consistent attendance and punctuality
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services

Education and Experience

The position typically requires an Associates degree or equivalent business school certificate and three years of experience in administrative support. Additional experience in a legislative and/or political environment may substitute for some higher education.