

# Metropolitan King County Council

## Position Descriptions



Position: Legislative Secretary II	FLSA: hourly, overtime eligible
Department: Board of Appeals	Salary Grade: 18
Council Approved: 11/21/05	

### Summary

Performs complex and diverse, clerical and administrative support to the King County Councilmembers and independent agencies. Prepares, assembles, and distributes agendas, attends and records proceedings of meetings, prepares materials, notices, and minutes, and maintains complete, accurate, and current files and records of proceedings and actions. The Legislative Secretary II is an hourly, at-will, overtime eligible classification. This position reports to the agency manager.

### Distinguishing Career Features

The Legislative Secretary II is a senior level of administrative support to a variety of administration, business, and legislative functions. Legislative Secretary II is a broad-based classification where incumbents may be assigned to a function that use some or all of the stated responsibilities. The Legislative Secretary II requires the ability to provide support to official proceedings and hearings, prepare agendas and assemble legislative or hearing materials, prepare minutes and/or reports of proceedings that include findings and decisions, and serve as a technical resource to others on administrative systems, databases, and processes.

### Essential Duties and Responsibilities

The duties and responsibilities for Legislative Secretary II vary considerably and although incumbents at this level are capable performing in all these areas, they tend to concentrate in a select few.

#### **Legislative Processes and Hearings**

- Prepares for review and further action, the agenda for Council meetings, public hearings, or other official proceedings. Compiles and verifies data from various sources and assembles legislation for manual and electronic distribution. Attends Council meetings to assist the Clerk or hearings to assist a presiding official.
- Monitors progress of legislation in committees to estimate timing of placement on the Council agenda. Monitors calendars for advertised or deferred legislation.
- Provides technical support to staff by entering, retrieving, and monitoring information from internal and external databases such as Legistar, Legisearch, those used for real estate information, and County information systems.
- Maintains up-to-date databases of pending and passed legislation, public testimony, and meeting recollections. Compiles reports using queries and standard instructions.
- Receives legislation for committees, determines initial referral and advertising requirements, prepares legislation for review by others, and distributes copies to appropriate Council and legislative staff.
- Accepts service of legal proceedings against the County. Maintains logs and routes documents

to the Prosecuting Attorney's office on a time sensitive basis.

- Assembles, organizes, stores, and retrieves Council records for archives.
- Receives applications, fee payments, and other transactions.
- Reviews incoming documents and files such as for annexations. Makes preliminary determination of appropriate routing or action. May prepare draft legislation for introduction. Monitors the status of filings.
- Schedules public hearings used for testimony and appeal of County decisions, assessments, and charges. Prepares notices. Sets up for hearings. Provides support to those presiding over hearings Board members and others assisting in the decision processes.
- Serves as Clerk to special proceedings, swearing in of witnesses, marking exhibits, taking of hearing notes, and documenting decisions.
- Monitor legislation and perform quarterly updates of the King County Code, including publishing, production and distribution of supplements in both paper and electronic form.

### **Administrative and Customer Support**

- Performs technical and complex administrative support for Council members or independent agency.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager.
- Organizes work by researching and setting up business calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions.
- Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.
- Receives and screens telephone calls, visitors, and requests for appointment, handling routine matters, providing information, or routing calls as necessary.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May make hotel, conference, and travel reservations as directed. Processes and tracks reimbursable expenses.
- Receives and assesses departmental mail for appropriate handling. Distributes mail to the appropriate staff and follows-up on items that include but are not limited to accounts payable and accounts receivable.
- Receives, handles and stores confidential information pertaining to the Council or staff member or subject matter. Maintains confidentiality of private and sensitive information.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- The position requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the rules, regulations, protocols, and procedures associated with public meetings, hearings, and the legislative process.
- Requires advanced working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry to custom data bases such as those for legislation.
- Requires sufficient math skills to tabulate, summarize, compile and compute statistics using

financial and other numeric data.

- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text.
  - Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

### **Abilities**

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of Council organization and committee processes, and special terminology used in committee processes.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import and export data to and from databases, and access information from internal and external databases to support research.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to plan and sequence the logistics involved with setting up meetings and events.
- Requires consistent attendance and punctuality.
- Requires the ability to 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.

### **Physical Abilities**

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials and projected screens.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

### **Education and Experience**

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

### **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors where some safety considerations exist from emotional, argumentative, or hostile customers.