

Position: Legislative Secretary/Hearing Examiner	Position Number:
Department/Site: Council/Hearing Examiner	FLSA: Non-exempt
Evaluated by:	Salary Grade: 18

Summary

Provides administrative support to the King County hearing examiner by performing complex and diverse tasks of a time-sensitive nature in the preparation for and conduct of public hearings to include file set up and maintenance, database updates, hearing date coordination, distribution of notices and other relevant proceeding information, attending and recording hearing activities and exhibits, preparation and distribution of Examiner reports, coordination of Council and court appeal information, and maintenance and distribution of hearing calendars. In addition, this position acts as a liaison between the hearing examiner and other County departments and the public in matters that pertain to examiner proceedings.

Distinguishing Career Features

The Legislative Secretary/Hearing Examiner is a senior level of administrative support in a variety of administrative, business, and legislative functions. Legislative Secretary/Hearing Examiner may be assigned to functions that include some or all of the stated responsibilities and serves as a technical resource to others on administrative systems, databases, and processes. The Legislative Secretary/Hearing Examiner requires the knowledge, skills and abilities stated for this position.

Essential Duties and Responsibilities

- Legislative Processes and Hearings**
- Provides support to the Prosecuting Attorney’s office in regard to legal proceedings against the County—duplicates, indexes and routes hearing materials and recordings.
 - Coordinates information for Council land use appeals—consult with Council staff regarding hearing dates, obtain documents required from consultants, draft and distribute notices, compile and index packets contents, and assist at hearing as needed.
 - Coordinates with other county agencies and professional offices, hearing participants and/or office staff for the timely scheduling of public proceedings for land use items and administrative appeals, at various locations and at various times of the day and evening. Obtains and organizes written documents, reports, and other materials required prior to the opening of each case.
 - Serves as administrative support to proceedings - prepare hearing room, mark and record exhibits, take minutes, monitor recording equipment, create and maintain exhibit and party of record lists.
 - Facilitates recording of agreements for the Public Benefit Rating System to include hearing support; notice and report distribution; monitor timely progress to meet various deadlines; draft, obtain signatures and submit agreements for recording with Assessor’s Office.
 - Monitors appeal period ending dates for land use items and prepares and transmits modified ordinances and associated documents to the Clerk of the Council for regular items and land use appeals.

Administrative and Customer Support

- Performs technical and complex administrative support for Hearing Examiner's Office.
- Acts as a resource to staff and the public for information about programs and services provided by the organizational unit, its policies and procedures, and the status of cases and documents; referring difficult or sensitive matters to the appropriate individual.
- Utilizes internal and external databases and County information systems to research and respond to inquiries.
- Maintains hearing calendars (electronic and hard copy) and ordinance calendar to reflect accurate, up-to-date information.
- Receives and screens telephone calls, visitors, emails and requests for handling routine matters; providing information or routing calls as necessary.
- Type, format and transmit a wide variety of documents communicated via dictation or handwritten notes.
- Reviews and assesses incoming mail, documents and files and makes a preliminary determination of appropriate routing or action.
- Routinely updates case management system and provides ongoing monitoring to ensure data accuracy.
- Maintains procedures manual and updates as necessary.
- Organizes and maintains files, forms and informational resources (e.g., hearing records, travel and expense claims and documents, archive records, payroll information, equipment files, etc.).
- Performs varied administrative duties, including research on hearing and office equipment; purchasing supplies, books and publications; registering staff for training courses.
- Prepares the Hearing Examiner's semi-annual and annual reports to the Council, to include printing an analysis of a variety of reports for accuracy, assembling the data and providing calculations for caseload figures.
- Coordinates and performs the administrative aspects of projects, integrating them with ongoing work routines.
- Routinely purges hearing files ensuring return of all appropriate agency documents and records action appropriately in office database.
- Consults statutes, ordinances and other sources involving subjects and terminology relevant to hearings, pre-hearing conferences, and written materials generated by this office.

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 and special applications used by the organization unit, as well as data entry to custom data bases.
- 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 clearly convey technical concepts and procedural guidelines.

- **Abilities**

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take notes and/or hearing minutes.
- Must be able to learn, interpret, explain and apply knowledge of Hearing Examiner organization, and special terminology used.
- 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 pre-hearings, hearings and other events.
- Requires the ability to work under pressure in meeting tight time frames.
- 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 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. Additional experience in a legislative environment may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

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