



Snohomish County Charter Review Commission

January 22, 2016

Contact: Debbie Eco

Email: debbie.eco@snoco.org

Job Posting

The Snohomish County Charter Review Commission is hiring. The listing is for a clerk who will provide administrative support for the commission. Responsibilities include providing administrative, clerical and technical support to elected and appointed officials, documenting all official actions and processing legal and legislative matters.

The minimum qualifications for this position are three years secretarial experience in an office dealing with legal or legislative matters; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience working as a legal secretary, in the property field, or in a governmental entity.

For a full description and more information on this job, please see below.

The duration of this position lasts through July 2016. Please send cover letter and resume to Debbie Eco, debbie.eco@snoco.org or to 3000 Rockefeller Ave, M/S 609, Everett, WA 98201 by January 31, 2016.

Snohomish County Charter Review Clerk

\$5000 per month contract, through July 2016.

Reimbursements for mileage

BASIC FUNCTION

The primary duties are in support of the Snohomish County Charter Review Commission and their administrative functions. Responsibilities include providing administrative, clerical and technical support to elected and appointed officials, documenting all official actions and processing legal and legislative matters.

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Schedules public hearings and meetings; makes appointments for participants; notifies parties in accordance with state and local laws; schedules meeting rooms, prepares agendas for hearings; schedules pre-hearing conferences, hearings and appointments to meet legal notice requirements.
2. Responds to requests for public disclosure pursuant to county code and state law.
3. Gathers and evaluates evidentiary documents; establishes files for official exhibits; monitors case files throughout the approval process to ensure compliance with timelines and laws.
4. Attends meetings and public hearings to take minutes; set-up and monitor tape recordings; records all decisions and actions of the official agenda; prepares minutes of all proceedings.
5. Prepares official decisions and orders; notifies appropriate parties, agencies and/or county staff and members of the public of changes in county laws and records.
6. Takes dictation, formulates and types correspondence and reports; prepares and maintains files and documents for review or signature; prepares and certifies verbatim transcripts and copies of documents; collects and enters information into computer; maintains custody of files, tape recordings and documents.
7. Responds to county staff, other jurisdictions and members of the public for information regarding proceedings and decisions in a timely manner; assists the public in participating in public processes.
8. Maintains manual and/or computerized mailing lists and processes bulk mailings.
9. Participates in the review of proposed revisions to state law; forwards comments and assists in implementation of new laws, policies and processes.

10. Prepares and submits for approval requisitions, vouchers, payroll, budget transfers and appropriations; assists with budget preparation; maintains inventory and maintenance contracts; orders supplies.

STATEMENT OF OTHER JOB DUTIES

11. Serves on a variety of teams, committees and task forces as needed.

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years secretarial experience in an office dealing with legal or legislative matters; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience working as a legal secretary, in the property field, or in a governmental entity. Must pass job related tests.

SPECIAL REQUIREMENTS

Keyboarding at 65 wpm with accuracy.

A valid State of Washington Driver's License is required.

ADDITIONAL INFORMATION: KNOWLEDGE AND ABILITIES

Knowledge of:

- laws, legal terminology, rules, regulations and legal processes governing area of assignment;
- office practices and procedures;
- legal descriptions, maps and property descriptions;
- proper English, grammar, and spelling;
- bookkeeping, budget/finance procedures.

Ability to:

- use written and oral communication;
- use computer and various software such as Microsoft Office suite and Google products;
- be sensitive to political issues and environment;
- use interpersonal skills, including maintaining effective working relationships with public officials, governmental agencies, news media and county staff;
- schedule and manage time independently;
- type accurately and take minutes and transcribe;
- research, interpret and prepare various records, reports and documents;
- presentation skills to include presenting cases in a public setting;
- make decisions and maintain confidentiality;
- problem solve and work with distraught individuals;

- review revisions to policy, laws, and procedures.

SUPERVISION

The employee receives direction from the Charter Review Chair. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to conduct remote public hearings; daily use of computer; 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.

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