

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE HEARING CLERK

Spec. No. 6028

BASIC FUNCTION

Within the Office of Hearings Administration, supports the County's Hearing Examiner, the Board of Equalization (BOE), the Boundary Review Board (BRB), and any other offices or officials as assigned. Provides administrative, clerical, and technical support to appointed officials, documents all official actions, and processes matters.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepare agendas for public hearings; catalogs and files documents; and mark exhibits; establishes and maintains official files.
2. Takes minutes or notes of public hearings; sets up and monitors verbatim recordings; maintains party of record register; and records on the official agenda all action taken during meetings.
3. Prepares minutes of all proceedings as appropriate and 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 or records; researches records; copies recordings of proceedings; and certify verbatim transcripts and copies of documents if required.
5. Schedules hearings, pre-hearing conferences, and appointments; prepares and distributes hearing or other notices as required; and arranges meetings and travel arrangements as required.
6. Initiates and monitors the flow of decisions throughout the approval process, including conditions when appropriate; reviews departmental packages for required information, signatures and due dates; and prepares and maintains certification records.
7. Prepares and maintains files and documents for review or signature; processes or maintains custody of confidential departmental information such as personnel and payroll information, leave records, and schedules.
8. Sets up and maintains files and systems for retrieval of documents.
9. Prepares and submits requisitions, vouchers, budget transfers, emergency appropriations and supplemental appropriations for approval or payment; set up and post departmental ledgers; and prepare draft budgets and other financial reporting information as assigned.
10. Maintains inventory records and custody of equipment and supplies; arranges for appropriate maintenance or repair of facilities or equipment; and orders equipment or supplies.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Collects, compiles, and enters data on data base and spreadsheet records; sets up and maintains these records; and may serve as departmental information technology coordinator.
12. Develops, recommends, and implements departmental policies and procedures as appropriate.
13. Represent the Office of Hearings Administration on committees or other government offices or departments as assigned.

STATEMENT OF OTHER JOB DUTIES

14. Drafts documents as requested.
15. May act as a team leader for other employees and provide direct supervision to them as required.
16. Answer phone, emails, or other communications and respond to persons who visit the office.
17. Researches and prepares reports or provides information as required.
18. Performs duties related to the Office of Hearings Administration as required.

MINIMUM QUALIFICATIONS

Three (3) years of secretarial, clerical, or administrative experience; OR any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- type accurately
- understand and apply the Snohomish County Code and the Revised Code of Washington as they apply to the Office of Hearings Administration
- courteously establish and maintain effective working relationships with elected officials, department managers, associates, parties, other government workers, 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
- oversee preparation of 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
- 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 Administrator. 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 county campus 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

Previous Spec No.: 711738 as Clerk of Hearing Examiner

Revised: December 1990, August 2000, January 2010, March 2016

Revised and Retitled: December 2013

EEO Category: 6 – Administrative Support

Pay Grade: 315 – Clerical Pay Plan

Workers Comp: 5306 Hon-Hazardous