

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Hearing Examiner Administrative Coordinator

DEPARTMENT: Hearing Examiner

E-PLAN

SG:E1-9

CS:N

FLSA:Y

EEO4/SOCCODE:AS/43-6011

PART-TIME

JOB SUMMARY:

This position manages all administrative functions of and coordinates the work of the Hearing Examiner's Office utilizing knowledge of the legal and technical public hearing and appeal processes and standards. Performs a variety of complex paralegal, technical and clerical tasks in support of the Hearing Examiner, working with other departments and outside entities to ensure actions and responses are made in accordance with legal requirements and standards. Creates and maintains hearing schedule; prepares forms, legal document templates, website updates, correspondence and reports. Serves as recording secretary for public hearings and appeals and establishes the record of proceedings; prepares agendas and exhibits for public hearings. Develops, implements and maintains case management and record-keeping systems. Receives and responds to inquiries and/or public disclosure requests from the public, visitors, vendors and staff or directs inquiries to appropriate staff. Maintains proficiency with the State and City's zoning codes and performs legal research as needed. Work requires high degree of confidentiality and discretion.

SUPERVISORY RELATIONSHIP:

Reports to a Deputy Administrator. Receives direction and guidance from the contracted Hearing Examiner. Works independently under general supervision and guidance of the City Attorney, City and departmental policy and relevant federal, state and City laws, rules and regulation.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs specialized administrative, clerical and legal support and office coordination tasks to support all phases of quasi-judicial hearings and appeals conducted by the City's third-party Hearing Examiner. Serves as the primary point of contact between the Hearing Examiner, City staff, and members of the public.
2. Serves as recording secretary, attending and formally recording hearings and appeals. Maintains roster of parties of record; organizes and publishes the public record; prepares and transmits transcripts of proceedings; and receives and marks exhibits. Operates audio/visual recording equipment for virtual and hybrid proceedings, troubleshooting and resolving technical issues when needed to ensure proceedings are held in accordance with legal requirements. Executes applicable federal, state and local laws regarding public hearings.
3. Provides primary administrative support to the Hearing Examiner. Maintains schedule; arranges travel and reimbursements; tracks, maintains and updates continuing legal education (CLE) requirements; prepares correspondence; and acts as liaison to other City departments.
4. Manages and coordinates all aspects of case processing, hearing preparation and scheduling for hearings and appeals in accordance with rules of procedures. Receives and processes

- hearing and appeal requests, assesses fees, maintains accurate and up-to-date case records and ensures timely communication with involved parties. Sets and maintains schedules, prepares agendas and issues decisions, orders, correspondence, forms and other documents as required by law. Manages public notice processes by tracking deadlines and preparing mail merges, mailing lists, and legal notice requests for publication in the local newspaper of record. Posts hearing information on City's webpage. Reviews staff reports and prepares packet of exhibits for each hearing item, ensuring the Hearing Examiner has complete record on which to make a decision.
5. Develops and maintains accurate and timely record-keeping systems or databases. Includes layout and arrangement of reports, assuring inclusion of all pertinent information from sources and assuring compliance with public records regulations or standard cataloguing practices. Conducts special records or information retrieval projects; prepares certification of the record for Superior Court and public disclosure requests. Maintains files and records. Responsible for sending and retrieving archive materials.
 6. Supports the Hearing Examiner with preparation of the Annual Report to City Council. Schedules for City Council submittal, prepares agenda bill and compiles cases with outcome. Finalizes report and submits to City Council, the City Attorney and Planning Director.
 7. Receives and directs visitors and telephone calls; provides detailed information on quasi-judicial process; communicates with vendors; responds to inquiries, referring to appropriate staff when outside scope of authority. Assists community members, as needed, through explanation of departmental or legal processes making appropriate referrals for services. In all public interaction, uses appropriate legal ethics, maintains impartiality and confidentiality, and avoids giving legal advice.
 8. Drafts and edits a variety of document templates such as legal notices, decisions, orders, declarations, subpoenas, agenda bills and other specialized documents required by law for Hearing Examiner review.
 9. Performs legal research such as finding relevant BMC code and verifying proper procedure. Keeps up to date on relevant code changes.
 10. Provides detailed assistance to the public on technical information regarding Hearing Examiner programs and processes, requiring thorough knowledge of laws, regulations, policies and procedures. Acts as liaison to City staff and the public to assist in preventing improper ex parte contacts.
 11. Maintains Hearing Examiner web page. Posts agendas, staff reports, exhibits and decisions in a timely manner for public use. Provides instruction for public inquiries seeking information on Hearing Examiner rules and/or decisions.
 12. Prepares and administers departmental budget with Deputy Administrator approval. Gathers and submits budget information to Finance Department. Updates Finance Enterprise files and prepares monthly budget reports. Includes processing invoices and requisitions; obtaining supplies and equipment; and receiving, processing and maintaining all accounting records. Prepares monthly transaction log of purchasing card goods and services. Creates and modifies budget presentations to City Council.
 13. Works independently to carry out defined departmental and/or City-wide programs or projects.

14. Maintains and reviews the Hearing Examiner's Professional Service Agreement and coordinates among various departments for updates and renewal. Arranges for Pro Tem Hearing Examiner when needed.
15. Deals with sensitive and confidential data with discretion and professionalism.
16. Performs work on special projects and assignments outside of normal area of assignment, as directed.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.
2. May make arrangements for and provide instruction and training to temporary help.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**Knowledge of:**

- Legal terminology, principles, forms, methods, procedures, technology and specialized functions and standard legal formats.
- Quasi-judicial hearing procedures and requirements.
- Thorough knowledge of Department and City-wide program procedures, policies, terminology and related regulations.
- Federal, state and local program-related codes and regulations, policies and procedures.
- Comprehensive knowledge of office procedures, practices and equipment operation.

Skill in:

- Excellent listening skills and the ability to communicate verbally and in writing. This includes reading comprehension, composition, knowledge of business English composition, spelling, punctuation and grammar.
- Excellent interpersonal skills to deal with the public and staff, using courtesy, tact and good judgment in sensitive or high-pressure situations in order to provide clear explanations of City and departmental policies, procedures and practices.
- Cultivates trusting working relationships with a wide variety of internal contacts, including developing strong working relationships with City leaders across the organization.
- Problem solving, decision making, time management, planning and organizing skills.
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Using software applications including word processing, spreadsheet and database management programs.
- Basic math skills including the ability to add, subtract, multiply and divide with accuracy.

Ability to:

- Interpret and apply program/department information in making work decisions or in providing information to others. Maintain complex specialized records and prepare narrative and statistical reports based thereon.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Establish and maintain varied and detailed computerized filing and record-keeping systems.
- Research/review municipality rules and state regulations pertaining to land use.
- Operate standard office equipment such as word processor, calculator, computer terminal, telephone, audio recording equipment and photocopier.

- Maintain confidentiality and demonstrate diplomacy.
- Work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions.
- Maintain multiple calendars and track deadlines.
- Willingness and ability to maintain a high level of confidentiality regarding sensitive information.
- Assign, review and guide work of lower classified employees or volunteers.
- Maintain consistent and punctual attendance
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Commit to providing superior work product.
- Be flexible in assuming new responsibilities as they arise.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently remain stationary for long periods of time;
 - Frequently communicate accurate information and ideas with others;
 - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed in an office environment and includes extensive work at a computer workstation. May experience frequent interruptions. Attends two or more evening meetings per month. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED).
- Two years of college coursework or vocational training in paralegal studies or related field, AND
- Two years experience in legal office management or legal support role; OR
- Four years experience in legal office management or a legal support role.
- Demonstrated experience with word processing and transcription.
- Type 45-50 words per minute with accuracy, net.
- Land use legal support experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent on passing a criminal background check.
- Willingness and ability to work flexible shifts with some evening hours.
- Notary Public license or ability to obtain within six months of employment.

PREPARED BY: D. Sturwold
S. Mahaffey
L. Klemanski
4/01

REVIEWED BY: _____
Janice Keller
Deputy Administrator

REVISED BY: D. Sturwold
K. Bowker
L. McGowan-Smith
10/07

K. Bowker
E. Weinberg
5/21

J. Keller
E. Weinberg
7/25