



CITY OF BELLEVUE

## Hearing Examiner Office Administrator

Bargaining Unit: Non-Affiliated, Unrepresented

Class Code:  
ANG207

### SALARY RANGE

\$30.57 - \$42.18 Hourly  
 \$5,298.12 - \$7,310.87 Monthly  
 \$63,577.44 - \$87,730.44 Annually

### FLSA:

Exempt

### JOB SUMMARY:

Administers the Hearing Examiner's Office, which serves as the hearing arm for the City Council.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends and records all hearing proceedings; itemizes receipt of all exhibits.
- Drafts sensitive correspondence, orders and miscellaneous responses to motions; prepares various reports.
- Maintains database of cases; prepares listing of current cases for City Council review.
- Coordinates hearing logistics; researches issues and assigns appropriate hearing examiner, ensures proper noticing, determines schedules, and manages cases.
- Trains, evaluates and monitors staff.
- Coordinates billing process for services hearing examiner services.
- Assists with the development and update of Hearing Examiner Rules of Procedure; develops and implements office procedures.

Supervision Received and Exercised:

- Works under the general supervision of the City Clerk.
- May have some formal supervisory responsibility as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the principles and practices of office administration; working knowledge of hearings process and legal terms and processes; working knowledge of current records management techniques.
- Knowledge of Federal, State and local laws and regulations pertinent to hearing examiner process.
- Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing.
- Ability to listen and ascertain the needs of customers; ability to find and communicate accurate information concerning process, policies and procedures to customers; ability to respond to customers tactfully and courteously.

### EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- High school diploma or a GED equivalent with college-level coursework in public administration, business, or office management.
- Five or more years of related experience.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

### PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.

**CLASSIFICATION DETAILS:**

Established Date: January 1, 2001

Revised Date:

Pay Plan Range: G23

EEO Code: Professionals

Department(s): City Clerk

Job Family: Administrative

This class specification describes the general nature of the work performed; representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.