

HEARING ASSISTANT II

DEFINITION

Provides clerical services for Board Members and meetings of the Board of Education.

TYPICAL DUTIES

Compiles orders of business for meetings of the Board of Education, the Committee of the Whole, and, as required, other Board committees; extracts information and summarizes actions recommended for Board adoption; assembles information for, determines the completeness and accuracy of, and types or assigns to other personnel the typing of agendas; determines required number of copies of agendas and related reports, requests reproduction, and indicates distribution.

Obtains and provides information about such matters as the scheduling of agenda items for meetings of the Board of Education and its committees, reproduction of agendas and related reports, and procedures and approvals for submission of reports to the Board.

Refers to recordings and notations, summarizes information, and types official minutes of meetings of the Board of Education and its committees and related memoranda requested in such meetings, and submits such materials to the Hearing Secretary for approval.

Assures the presence and adequacy of reports, microphones, recording equipment, notepaper, and other items prior to meetings of the Board of Education and its committees.

Attends Board meetings with the Hearing Secretary, assists in making notations, distributes materials as necessary, times speakers and activates the time signal, and receives and distributes to Board Members written materials presented by speakers.

Maintains attendance records of Board members.

Acts for the Hearing Secretary as required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Hearing Assistant II performs clerical services, including compiling and distributing agendas, recording proceedings, and summarizing and typing minutes and related memoranda for meetings of the Board of Education; provides information about Board of Education agendas and reporting procedures; and, in the absence of the Hearing Secretary, supervises the Minutes Unit in the Board Secretariat.

The Hearing Secretary records and transcribes the proceedings of Board of Education and other meetings, assists in supervising the clerical functions of the Board Secretariat, and summarizes pertinent facts from communications and reports for the use by the Board and the Superintendent.

The Hearing Assistant I performs clerical services, including operating audio equipment to record hearings; marking and document hearing exhibits; calling witnesses; preparing subpoenas; preparing a variety of reports and correspondence; maintaining calendars; and relaying information on hearing and brief procedures and deadlines.

SUPERVISION

General supervision is received from the Hearing Secretary and Administrative Assistant to Board Members. Supervision may be exercised over lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Office procedures and practices
- Organization and key personnel of the District
- Correct punctuation, spelling, and grammar
- Procedures related to Board reports and meetings

Ability to:

- Extract and write summaries of pertinent facts from reports and recordings
- Explain Board report and meeting procedures to District personnel
- Deal tactfully and effectively with District personnel and the public
- Maintain the confidentiality of information received
- Work under pressure to meet deadlines
- Assume responsibility and exercise sound judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in typing, computer applications, office practices, business English, and math.

Experience:

Three years of clerical, secretarial, or office management experience, preferably including experience in the preparation of office correspondence, Board reports, orders of business, agendas, minutes of formal meetings, and the drafting of memoranda and summaries.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
03-28-12
PJO