

Class Specifications  
for the Class:

CHIEF CLERK I (BOARD OR COMMISSION)  
[CHIEF CLERK I (BOARD OR COMM)]

**Distinguishing Characteristics:**

A position in this class functions as the chief clerk for an appeals board or commission which largely functions at the level of a Circuit Court since most of its cases pertain to matters which are appealable only to the Supreme Court on the record and on questions of law. The board or commission is involved in appeals taken from decisions of a department head under the various laws he/she administers. Positions serve as documents and hearings clerk and have responsibility for all activities preparatory and incidental to the actual hearing of cases, for the necessary procedures for documenting and disseminating decisions and orders and, upon further appeal, for submittal of the required records to the courts. It also has responsibility for all clerical and routine housekeeping services for the board's or commission's office, provides secretarial services to the chairperson and board or commission members, and may supervise other clerical support personnel.

Work is performed in accordance with established laws, rules, regulations, policies and procedures, and responsible explanation to the public, attorneys and others is inherent in the work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Receives, records, acknowledges and verifies appeals; assembles complete files and summarizes principal points to facilitate board or commission actions; prepares and maintains dockets, and issues notice of hearings to all affected parties; arranges for hearing facilities and equipment, and summons interpreters; may arrange for court reporter services; administers oaths to witnesses; prepares and types (using a typewriter or word processor) in proper format from rough draft, audio recordings, or notes, a variety of legal forms and other documents such as decisions, orders, and findings of fact; processes and assumes custody of exhibits, and assumes custody of notices and documents; prepares and submits through the Chairperson properly certified records to the courts; establishes and maintains the office filing system; maintains budget, allotment and expenditure records; orders office supplies and equipment; makes arrangements for travel and lodging, and hearings facilities on the

neighbor islands; serves as receptionist, provides explanation to callers on laws, rules, regulations and procedures, refers callers and makes appointments; and may supervise other clerical support personnel.

**Knowledge and Abilities Required:**

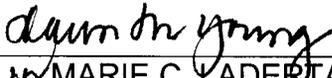
Knowledge of: Appeal practices; practices and proceedings of boards or commissions; content, use of, and procedures for processing documents associated with boards or commissions hearings; office practices and procedures; grammar, word usage and spelling; and office machines and equipment.

Ability to: Accurately prepare, type, process and file a variety of complex documents, hearing notices, and other materials, in proper format and in accordance with established procedures; type accurately from plain and corrected copy at the rate of 40 net words per minute; learn, apply and explain pertinent laws, rules, regulations, policies and procedures; meet and deal effectively with others; independently carry out hearings support activities; summarize and brief materials; and plan and supervise the work of other clerical personnel.

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This is an amendment to the specification for the class CHIEF CLERK I (BOARD OR COMMISSION) [CHIEF CLERK I (BOARD OR COMM)], approved on April 1, 1970.

DATE APPROVED: MAR 10 2010

  
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Director of Human Resources Development