

Tribunal Clerk

DEFINITION

This is complex administrative support for several tribunals such as the Assessment Review Board (ARB), Community Standards and Licence Appeal Committee (CSLAC) and the Subdivision and Development Appeal Board (SDAB). The Tribunal Clerk performs of a wide variety of related administrative duties ensuring compliance with applicable prescribed legislation including the Municipal Government Act, common law and City Bylaws, policies and procedures; scheduling of hearings and completion of legislative records.

Employees of this class provide expert administrative advice addressing a variety of inquiries and submissions from the public, tax agents, assessors, lawyers, City staff and Councillors related to hearings, postponement practices and legislative requirements.

After an initial training period, Tribunal Clerks will work independently exercising judgement in a self directed environment. Tribunal Clerks are required to assist lesser experienced employees including training, review and coordination of their work.

TYPICAL DUTIES *

Performs administrative support for matters related to assessment complaints heard by the Assessment Review Board including the application of legislation that applies to scheduling and notice of hearing, disclosure of evidence, failure to disclose, abridgment or expansion of time, board decision, record of hearing, agent authorization and costs

Reviews and assesses the validity of assessment complaints to ensure they meet prescribed legislative requirements and determine the type of hearing; processes timeline violations, withdrawals and postponement requests for the ARB

Schedules the Local Assessment Review Board (LARB) hearings and the Composite Assessment Review Board (CARB) hearings with input from the Assessment Branch, the public and tax agents

Prepares the Board Member remuneration invoices, ensuring accuracy of billings; prepares cheque requisitions and journal vouchers and ensures reconciliation within various software applications

Reviews various appeals in support of CSLAC that apply to various City bylaws, such as an appeal to a decision on a business license, ensuring application of various legislation with attention to strict timelines and resulting scheduling of hearings under the Municipal Government Act and City Bylaws

Prepares and distributes Committee agendas, addenda, minutes and decisions working closely with the Meeting Manager to ensure that Committee meetings run smoothly and rooms are booked and properly equipped and that follow up occurs on action items arising from meetings

Acts as liaison between City Councillors and the public and City staff through the provision of procedural advice including how to present at Committee and explanation of meeting process

Ensures that when taking appeals for the SDAB that legislation set out in the Municipal Government Act and various City bylaws such as the Zoning Bylaw are supported and that appellants/respondents supply sufficient information for the appeals and appropriate fees

Provides appellants/respondents with information, interpretation and direction regarding zoning and development permit applications in support of subdivision and development appeals

Prepares files for the SDAB including the preparation and distribution of SDAB notices to property owners, agendas, indexes, notices of decision, maps and photographs of sites under appeal

Creates the Notification to Property Owners letters determining the adjacent properties that need to be notified based on the Board's decision

Provides general administrative support to the Office of the City Clerk; recommends improvements to strategies and processes in support of the various tribunals and maintain positive relationships with multiple stakeholders

KNOWLEDGE, ABILITIES AND SKILLS

Ability to make decisions in a fast-paced environment and prioritization of work to support various tribunals in accordance with legislated timelines

Ability to use appropriate judgement and make independent decisions in a self directed environment

Knowledge of applicable legislations, common law and City bylaws, policies and procedures

Knowledge and skill in computer applications and related programs in support of business activities

Understanding of quasi-jurisdictional tribunals and their processes

Ability to train, coordinate and review work of other clerical employees for accuracy

Advanced computer skills for various related applications and technology

Excellent communication skills including verbal, written and presentation skills

Excellent interpersonal, time management, problem-solving and customer service skills

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 supplemented with the Assessment Review Board Clerk Designation (Alberta Municipal Affairs Certificate) and 5 years related progressively responsible and diversified office experience

A valid Class 5 Operator's Licence and ability to attain a City Driver's Permit

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2250		2251	
Grade	013		014	

Originated: July 2013
 Last Updated:
 Previous Updates: