

## **JOB DESCRIPTION**

### **Procedural Clerk Assistant**

#### **Summary of Duties:**

Specialized work related to the administration of parliamentary services. Will be required to participate in the provision of procedural, secretariat, research and administrative support services and function as Secretary or Assistant Secretary to Parliamentary Select Committees. Serves at the Table of the House of Representatives or the Senate. Work is reviewed through regular discussions with supervisor.

#### **Reporting relationship:**

Reports to the Procedural Clerk.

#### **Duties and Responsibilities**

- Researches into matters of parliamentary practice and procedure.
- Performs as Assistant Secretary to Parliamentary Committees.
- Ensures that all witnesses summoned before Committees are sent copies of his/her evidence.
- Confirms the details of verbatim transcripts of the proceeding of Committee meetings.
- Takes minutes of Committee meetings.
- Ensures that a record of the attendance of members at meetings is maintained.
- Drafts minutes of Committee meetings.
- Serves at the Table of the House of Representatives or the Senate.
- Keeps records of all changes in parliamentary procedures locally and keeps abreast of procedural developments in other jurisdictions.
- Maintains a record of the attendance of Members at sittings of the House of Representatives or the Senate.
- Maintains a record of papers laid in the House of Representatives or the Senate.
- Coordinates the distribution of the Order Paper.
- Maintains records of the House of Representatives or Senate Bills and Motions.

- Assists in planning and coordinating parliamentary conferences and seminars hosted by the Parliament of Trinidad and Tobago.
- Interprets, synthesises and evaluates information from a wide range of sources and perspectives in producing research papers for use of Parliamentarians at seminars and conferences both regionally and internationally.
- Performs protocol duties to visiting dignitaries of Commonwealth Parliaments.
- Prepares informational booklets on parliamentary practices and procedures and on the functions of parliamentary committee.
- Performs other related duties as may be requested.

### **Qualifications, Skills and Experience**

Training as evidenced by a recognized university degree in Politics, Law, Government, Public Administration, Public Sector Management or other approved area of study.

Basic knowledge of parliamentary practices and procedures.

Basic understanding of the Constitutional provisions related to the Parliament.

Knowledgeable about the various systems of representative government and of the basic tenets of parliamentary democracy.

A sound knowledge of current affairs.

Ability to take notes at meetings and to prepare minutes of proceedings.

Sound oral and written communication skills.

Ability to maintain confidentiality at all times.

Ability to develop and maintain effective working relationships with Members of Parliament, fellow employees and the Public.

Sound knowledge of Microsoft Word, Outlook, Excel and Access.

Possession of post graduate qualifications will be considered an asset.