

## **JOB DESCRIPTION**

### **Procedural Clerk**

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

Specialized work related to the management and directing of the activities of a major Committee. Serves at the Table of the House of Representatives or Senate. Work involves advising on parliamentary practice and procedures, managing complex projects, drafting comprehensive notes, procedural briefs and reports. Duties are performed independently in accordance with established policies and procedures and are reviewed by a superior through meetings and discussions.

#### **Reporting relationship:**

Reports to the Clerk of the House

#### **Examples of Work**

- Functions as Secretary to Parliamentary Committees.
- Researches into matters of parliamentary practice and procedures and prepares written opinions and papers for review.
- Records procedural issues and events that may arise during parliamentary deliberations and determines potential procedural ramifications.
- Produces high quality analytical and written work in the form of research papers, briefs and reports.
- Provides guidance to Members of Parliament on the application of parliamentary practice and procedures.
- Keeps abreast of major procedural developments in other jurisdictions.
- May be assigned the responsibility for the successful implementation of major projects critical to the operations of the Parliament and parliamentary administration.
- Prepares the agenda for Committee meetings and supervises its distribution.
- Coordinates all activities, including travel and accommodation arrangements for itinerant Committees.
- Visits possible venues for Committee meetings to ensure their appropriateness.
- Ensures the publication in the media and in the Gazette of matters before Committees for public information and for the attention of objectors.

- Ensures the readiness of Private Legislation for Second Reading and for examination before Select Committees of Parliament.
- Advises Committee members of possible procedural implications arising out of suggestions.
- Examines submissions from Ministries/Departments, Municipal Corporations and State Enterprises to ensure compliance with /committee demands.
- Liaises with Accounting Officers of Ministries/Departments to obtain 'Notes of Evidence' in response to issues raised by the Auditor General, forwarding same to the Auditor General and receiving comments.
- Collaborates with officials of the Auditor General's Department and the Ministry of Finance to determine procedural directions of Committee meetings.
- Summons witnesses to appear before Committee meetings.
- Proposes possible questions to witnesses summoned before Committees and submits them for the consideration of the Committee members.
- Drafts Committee reports for submission to Parliament.
- Lectures on parliamentary practices and procedures, functions of the legislature and the role and function of Parliamentary Select Committees
- Notes the decisions arising out of Committee meetings and ensures that all decisions are followed up and implemented.
- Serves at the Table of the House of Representatives
- Maintains a record of the attendance of Members at sittings of the House.
- Prepares the draft Order Paper and coordinates the distribution of the Order Paper.
- Drafts procedural briefs for the Speaker of the House and the other Members of the House of Representatives.
- Prepares Minutes of the Sittings of the House.
- Prepares drafts of amendments to Bills made by the House.
- Ensures the prompt movement of legislation between Houses and that all relevant certification are appended thereon.
- Checks statutes and legal notices for verification in accordance with legislative instruments, ensuring that appropriate action is taken.
- Assists Members of Parliament in the drafting of Parliamentary Questions and Motions.

- Prepares Notices of Motions and Question Papers for distribution to His Excellency the President, Permanent Secretaries, Heads of Departments and Secretary to Cabinet.
- Prepares legislation for assent by His Excellency the President, ensuring that all amendments are accurately inserted into the Bill(s) and that the Bill(s) accurately reflect the decisions of Parliament.
- Liaises with Permanent Secretaries to ensure that all matters for the attention of Parliament are received on time.
- Communicates all decisions to relevant subject Ministries and to the Secretary to Cabinet for implementation.
- Lecturing to schools, members of the public and community groups on parliamentary practices and procedures, functions of the legislature and the role and function of Parliamentary Select Committees
- Keeps records of all changes in parliamentary procedures locally and drafts amendments to Standing Orders.
- Arranges for the publication of Papers and subsidiary legislation.
- Ensures the maintenance of records of Bills, Motions, Rules, Regulations, Orders and Papers.
- Performs protocol duties at the Airport for Members of Parliament
- Performs other related duties as may be requested.

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

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

Possession of graduate qualifications will be an asset.

Considerable knowledge of parliamentary practice and procedures as may have been gained in the next lower class, including experience in a supervisory capacity.

Sound knowledge and understanding of the Constitution, Standing Orders of both Houses of Parliament and Erskine May's parliamentary practices and procedures.

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

Knowledge of financial legislation governing the Public Service.

Knowledge of legislation governing the functioning of State Enterprises and other Corporations owned or controlled by the State.

Knowledge of the principles and techniques of Public Administration.

Sound written and oral communication skills.

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

Ability to plan, organize and supervise the activities of a group of subordinates engaged in the provision of procedural, research and administrative support services.

Demonstrated ability to produce high quality analytical and written work in the form of research papers, briefs and reports.

Demonstrated ability to express ideas tactfully, clearly and concisely, both orally and in writing.

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.