

**CLASS TITLE: CHIEF LABOR RELATIONS/HEARINGS CLERK**

**Class Code: 02739300**  
**Pay Grade: 18A**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Administration, to be responsible for the work of the office unit engaged in performing a variety of clerical duties in the state's central labor relations or adjudication program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide latitude for the exercise of independent judgement; work may be reviewed upon completion for conformance to established policies, rules, regulations and procedures.

**SUPERVISION EXERCISED:** Plans and makes work assignments, supervises and reviews work of clerical subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Department of Administration, to be responsible for the work of the office unit engaged in performing a variety of clerical duties in the state's central labor relations or adjudication program:

As assigned, to schedule grievances/hearings and notify all parties thereto; to type grievances/hearings and forward to all interested parties; to file grievances/hearings after assignment of proper numbers or other proper identification; to keep a log of all grievances/hearings; to type material necessary for arbitration's/formal appeals and/or final decisions; to schedule arbitration's/formal appeals and notify all parties thereto; to properly prepare arbitration/appeal decisions for filing; to type any material necessary for negotiation; to answer routine inquiries regarding any information affecting office operation and to direct other inquiries to proper personnel; to perform typing in the preparation of labor contracts; to proofread contracts to insure their accuracy; to perform general clerical duties in the office operation.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the rules and regulations affecting the overall operations of the clerical support necessary for the efficient operation of a central labor relations/ adjudication agency; a working knowledge of the principles and practices of effective filing and file maintenance; a familiarity with the general laws affecting labor relations/adjudication in the public sector the ability to type with speed and accuracy; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment in a labor relations or adjudication office with responsibility for the supervision of clerical personnel.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 12, 1989

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