

## OFFICE OF THE PARLIAMENT

### Job Description

#### Procedural Clerk Assistant

**JOB TITLE:** Procedural Clerk Assistant

#### **JOB SUMMARY**

The incumbent performs specialized work related to the administration of parliamentary services. He/she serves at the Table of the House of Representatives or the Senate and functions as Assistant Secretary to Parliamentary Select Committees. The individual participates in the provision of procedural, secretariat, research and administrative support services. Work involves advising Members of Parliament and other stakeholders on parliamentary practice and procedure, drafting procedural briefs, minutes and reports and producing research papers on parliamentary matters.

**REPORTS TO:** Procedural Clerk

#### **DUTIES AND RESPONSIBILITIES:**

- Provides procedural advice and guidance to the Members of Parliament as well as other stakeholders on a daily basis.
- Researches into matters of parliamentary practice and procedure.
- Serves at the Table of the House of Representatives or the Senate to provide immediate advice to Members of Parliament and technocrats on the interpretation of parliamentary rules, precedents and practices.
- Functions as Assistant Secretary to Parliamentary Committees, providing assistance to the Secretary of the Committee.
- Assists in the preparation of research and all supporting documents for Parliamentary Committee Inquiries.
- Confirms the details of verbatim transcripts of the proceeding of Committee meetings.
- Ensures that all witnesses summoned before Committees are sent copies of the verbatim transcript of evidence.
- Ensures that a record of the attendance of members at meetings is maintained.
- Liaises with Accounting Officers of Ministries/Departments in relation to the advancement of the work of Parliamentary Committees.
- Prepares draft minutes of Committee meetings.
- Prepares draft minutes of House of Representatives and Senate sittings.

- 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.
- Maintains records of the House of Representatives or Senate Bills and Motions.
- Vets Order of Business/proceedings of the House (Order Paper) and coordinates its distribution to Members of Parliament.
- Prepares draft Procedural briefs for the Chairman and Members of Parliamentary Committees.
- Assists with the preparation of Procedural Briefs for Members of Parliament for sittings of the House of Representatives and the Senate.
- Assists with the Bill assent process by liaising with all relevant authorities and stakeholders including the Ministry of the Attorney General and Legal Affairs and the Office of His Excellency, the President.
- Assists with the preparation of Notices of Motions and Question Papers for distribution to Permanent Secretaries, Heads of Departments and Secretary to Cabinet.
- Represents the Office of the Parliament at regional and international conferences, seminars and other events related to Inter-Parliamentary matters.
- 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 and liaison duties to visiting Parliamentarians and other guests of the Parliament.
- Assists in preparing informational booklets on parliamentary practices and procedures and on the functions of parliamentary committee.
- Performs other related duties as may be requested.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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.

Basic knowledge of parliamentary practices and procedures.

Sound oral and written communication skills.

Sound research skills.

A sound knowledge of current affairs.

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

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

Ability to maintain confidentiality at all times.

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

Ability to effectively multi-task and coordinate a large volume of work

Ability to work extended work hours.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

Training as evidenced by the possession of a Bachelor's Degree in Politics, Law, Government, Public Administration, Public Sector Management or other approved area of study.

Possession of post graduate qualifications will be an asset.

Four (4) to six (6) years' experience in research.

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