



Job Title: Part Time Assistant to The Municipal Hearing Officer
Department: Municipal Inspections and Parking Department
Location: 249R Broadway and/or 300 Broadway
Hours: Afternoon shifts: 2nd, 3rd, and 4th Tuesday of every month 5:30 – 8:00p.m.
Day shifts: every Wednesday 12:00 – 3:00p.m.
Salary: \$19.94 per hour, non-union.

THE CITY OF REVERE:

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. The City of Revere envisions a municipality that is governed for and by its people, by building and maintaining representation reflective of our community at all levels within the organization. Representation will encompass diversity in culture, thought, experiences, abilities, gender, sexual orientation, age, socio-economic status, veterans' status, etc. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

JOB SUMMARY:

The Assistant to the Municipal Hearing Officer will report directly to the Municipal Hearing Officer. The main job is to participate during municipal violation hearings, record the hearings (handwritten or electronically), send out mailings to set up hearings, and assist in inputting / writing hearing decisions the day after the hearings . The Assistant to The Municipal Hearing Officer will work closely with the Municipal Hearing Officer. Additionally, the Assistant to The Municipal Hearing Officer will update the municipal database with hearing decisions.

ESSENTIAL JOB FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the distinct types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist the Municipal Hearing Officer with data entry the day after the hearings have taken place.
- Responsible for taking meeting minutes for all the hearings.
- Attend all the 40U Violation Appeal & Parking hearings.
- Update Citizen Serve and the Parking Department database with hearing decisions in accordance with statutory requirements
- Compile evidence prior to each hearing.

KNOWLEDGE, ABILITY, AND SKILLS:

- **Knowledge:**Microsoft Office and similar platforms.

Abilities:

- Excellent writing skills.
- Excellent interpersonal skills and the ability to communicate effectively as a team player and with others.
- Ability to resolve difficult problems.
- Above-average oral communication and writing skills.
- Ability to multitask and meet deadlines.
- Ability to handle elevated levels of stress.
- Excellent time management and organizational skills with attention to detail.
- Bilingual is a plus.

WORK ENVIROMENT

The hearings, office locations and times may vary. Some interaction with the public in-person, by phone and or email communication may be required. Communication with the public requires considerable patience, courtesy, and discretion in all impartial matters. Work frequently involves dealing with people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMERS:1.The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

2. The City of Revere is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicant will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or another protected category.

Interested candidates are encouraged to submit their applications via the City's [Online Application Portal](#). Please submit a resume and cover letter with your application. If you have any questions, feel free to contact us at: <mailto:jobs@revere.org>