



Procedural Clerk (Permanent, Full-Time, onsite)

Position Summary

Reporting to the Clerk Assistant – Committees, this position is responsible for providing research, analysis and recommendations, administrative coordination and advice on parliamentary procedure to Standing and Special Committees of the Legislative Assembly.

This position is responsible for leading team projects directed at improving parliamentary and procedural processes/services. These services include procedural education and communication, table research, table duties, and reviewing, making recommendations for revision, and documenting processes. In addition, develops and delivers information, orientation and education materials on parliamentary procedure and procedural process.

Primary Responsibilities

- Serves as Committee Clerk to Standing and Special Committees of the Legislative Assembly which includes provision of immediate procedural rulings for the Committee Chair; preparation of agendas and minutes; scheduling and coordinating public hearings, travel, appearance of witnesses; writing committee reports and maintaining committee records.
- Conducts research for Standing and Special Committees, identifies, highlights and clarifies issues before the committee; analyzes issues; synthesizes materials; provides briefing materials for committee Members; summarizes submissions made to the committee; analyzes evidence and drafts committees' interim and final reports.
- Creates and/or revises parliamentary forms, scripts, procedures and precedents, orientation and briefing resources and statistics to meet the anticipated needs of elected officials, executive government and the public.
- Maintains, in conjunction with other Procedural Clerks, the Assembly's precedents; and provides impartial advice based on parliamentary principles, the Rules and Procedures of the Legislative Assembly, parliamentary procedure, practice and precedent to Presiding Officers, Committee Chairs, Members of the Legislative Assembly (MLAs), caucus employees, the public service, and the public.
- Develops and delivers educational and orientation materials (such as procedural manuals) for Presiding Officers, Legislative Officers, Committee Chairs, Members, LAS employees, caucus, teachers, the public service (via Public Service Program) and members of the public who may have questions, for example, about how to access MLA accountability documents or the status of a bill.
- In consultation with the Clerk Assistant, responds to written and oral inquiries from the public, other Legislative Assemblies and Parliaments, and government ministries, about Assembly and committee activity and practice.
- Participates in parliamentary conferences and provides advice to Members on Saskatchewan Parliamentary Procedure.
- Conducts, in consultation with the Clerk Assistant, procedural and subject matter research for drafting of new rules, the maintenance of parliamentary precedent and practice records, and participates as part of the committee's team to provide procedural advice to committee chairs.



Procedural Clerk (Permanent, Full-Time, onsite)

- Researches and responds to procedural development throughout Canada and the Commonwealth, and drafts Saskatchewan content for publication in Canadian and parliamentary Journals (Canadian Parliamentary Review, Table Review and The Table) for the review of Table Officers.
- Leads project teams that focus on procedural practices and administrative processes related to the official record of proceedings of the Assembly and its committees; for example, position is responsible for leading project teams addressing the types of problems/issues (but not limited to) below:
 - standardizing usage of parliamentary language within units/branches, or
 - regulations review process, or
 - Royal recommendation process review.
- Reviews, documents and establishes standards for parliamentary and legislative processes that involve the Table Officers, Parliamentary Support, Law Clerk and Parliamentary Counsel and Office of the Clerk. The standards are approved by Table Officers that include the Clerk Assistant, Deputy Clerk, Principal Clerk and the Clerk.
- Provides assistance to the Table Officers by recording and reviewing documents, interpreting the Rules and Procedures of the Legislative Assembly and other parliamentary authorities.

Job Knowledge

The position requires expertise in public policy research, parliamentary procedure and democratic systems management as would typically be attained through a Master's degree in Political Science, History or Law, supplemented with experience in Project Management, preferably in a Parliamentary or government environment.

The position also requires knowledge of committee and Assembly processes, rules, and precedents associated with *The Rules and Procedures of the Legislative Assembly*.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.

A Criminal Record Check is required for this position.