

Rule 3 - Secretary and Chief Examiner

3.10 Appointment

A Secretary and Chief Examiner shall be appointed as provided for in RMC 2.12.020. The Secretary and Chief Examiner shall be referred to as the Chief Examiner throughout this document.

3.20 Duties

The Chief Examiner shall perform the following duties, provided, that other personnel within the Office of the Chief Examiner may perform such duties under the Chief Examiner's supervision:

Amended 1/17/07

- (A) Keep the records for the Commission.
- (B) Preserve all reports made to the Commission.
- (C) Keep minutes of the Commission's meetings, hearings and other activities.
- (D) Be responsible for the correspondence of the Commission.
- (E) Superintend and keep a record of all examinations held under the direction of the Commission.
- (F) Establish and maintain eligibility lists and give notice of examination for renewing or revising said lists.
- (G) Maintain a record of regular and temporary positions.
- (H) Make investigations and reports to the Commission as required.
- (I) Administer oaths, subpoena and require the attendance of witnesses and the production by them of books, documents and accounts pertaining to an investigation or hearing and cause the deposition of witnesses as provided for in these Rules.
- (J) Perform such other duties as the Commission may require.