

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**DEPUTY CITY CLERK II – 1396**

**DEFINITION:**

Under direction, to supervise and participate in specialized and complex clerical work relative to processing legislative matters; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Deputy City Clerks II serve as first-level supervisors over a major clerical section providing a variety of clerical support for Council actions.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of subordinates in the Informational, Hearing, or Docket sections, and Passport Acceptance Facility, of the City Clerk's Office;
- Performs the more difficult and complex research of requested information;
- Arranges hearing dates on Council docket;
- Prepares notices for City Council meetings and public hearings;
- Processes documents generated from Council actions;
- Reviews and prepares land use matters and street work items prior to placement on the Council docket;
- Coordinates the scheduling of land use hearings with other City departments;
- Explains legal and procedural requirements outlined in the Municipal Code, California Government Code, Administrative Regulations, and Council Policy Manual;
- Coordinates the docketing of items with the Rules Committee Consultant and Council Representative;
- Assists with the Passport Acceptance Facility, or with public outreach and/or clerical duties of the Naturalization Ceremony Passport Fairs;
- Composes docket items and reviews for completeness and accuracy;
- Researches various source documents;
- Generates and posts materials according to the Brown Act;
- Gives information over a counter or telephone where judgment and interpretation are required;
- Trains and rates the performance of subordinates;
- Performs other related tasks.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience researching, retrieving, and disseminating complex information from manual and computerized records and files; processing passport applications; reviewing and preparing items for inclusion in a regularly published legislative docket; or coordinating land use or street work public hearing items and legal notices. Experience must include one year of experience performing duties equivalent to that of a Deputy City Clerk I for the City of San Diego.