

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**COUNCIL SECRETARY - 1381**

**DEFINITION:**

Under direction, to perform a variety of difficult secretarial and clerical work for a City Council district office; to provide information to the public; and to perform related work.

\* **EXAMPLES OF DUTIES:**

- Independently prepares correspondence, memoranda, responses to special requests, and other materials;
- Types reports, letters, memoranda, records, and statistical data;
- May take and transcribe varied dictation;
- Screens calls and provides information to the public;
- Independently responds to routine requests for information and complaints from the public;
- Gathers and compiles informational, statistical, and other data, as required;
- Arranges meetings and appointments;
- Makes travel arrangements;
- Maintains files and records;
- Orders and issues supplies;
- May supervise and train other employees.

**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 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 experience in secretarial and clerical work. Ability to type 50 net words a minute.

- \* **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.