

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**LEGISLATIVE RECORDER II – 1383**

**DEFINITION:**

Under direction, to perform specialized highly complex secretarial and administrative work for boards, commissions, and the City Council; to record official actions taken; to prepare and disseminate board or commission agendas, minutes, and directives; to interpret, summarize, and promulgate direction from a board or commission; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Researches, assembles, and prepares legal documents related to items acted upon or considered by the City Council and other boards and commissions;
- Provides support for logistical, docketing procedures, and hearing session coordination;
- Takes or records, and then transcribes minutes of board, commission, Council, and committee meetings on a variety of topics and complexity and independently prepares complete minutes under stringent deadlines;
- Accesses and utilizes various computer application to record meetings;
- Prepares agendas and ensures the accuracy of the content and format;
- Compiles, reviews, and comprehends pertinent materials for Council docket prior to Council meetings;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Reviews documents approved by the City Council in order to prepare directives or requests for ordinances and resolutions;
- Responds to inquiries relative to Council meetings, actions, and/or procedures;
- Records pertinent Council actions and disseminates information to appropriate agencies and/or persons;
- Tracks and meets deadlines for transmittal of resolutions and ordinances subject to the Mayor's veto for Mayoral signature;
- Researches and maintains the more difficult and complex manual and computerized files, logs, and records;
- Processes and officially certifies agreements, compiles, and reviews relevant data utilizing specialized knowledge;
- Uploads Request to Speak slips and Council-approved resolutions and ordinances, meeting results, minutes, and similar items to the intranet, City Clerk's web page, or the respective department's web page;
- Scheduling public comment and presentations by City staff;
- Operates a word processor to type minutes, agenda, and correspondence.

\* **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.

**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>.

One year of experience as a Legislative Recorder I with the City of San Diego, **AND** four years of full-time complex clerical work experience, of which three years must be performing duties in support of a board, commission, or legislative body as a primary function. Qualifying duties must include researching, assembling, preparing, and distributing documents and agendas. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required. Possession of a valid California Class C Driver's License.