

**CLASS SPECIFICATION**

**SAN DIEGO CITY SERVICE COMMISSION**

**SENIOR LEGISLATIVE RECORDER – 1857**

**DEFINITION:**

Under direction, to supervise and participate in specialized and complex work of subordinate Legislative Recorders responsible for recording the official actions taken by boards and commissions and the City Council at public meetings; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Schedules and coordinates the work of subordinate Legislative Recorders;
- Develops and revises work procedures as required;
- Develops logistical, procedural, and administrative coordination of public meetings;
- Monitors the initiation of City Council directives for timeliness, consistency, and appropriate distribution;
- Reviews meeting minutes for clarity and accuracy;
- Selects, trains, and evaluates the performance of subordinates;
- Takes minutes of meetings of the City Council or other City boards or commissions ranging in topics and complexity;
- Independently drafts meeting minutes;
- Ensures the accuracy of agenda content and format;
- Distributes official meeting notices;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Records pertinent City legislative body actions and disseminates information to appropriate agencies and/or persons;
- Researches and maintains complex manual and computerized files, logs, and records;
- Officially certifies agreements;
- Sets-up acquisitions and resolutions;
- Responds to inquiries relative to City legislative body actions and/or procedures;
- Independently composes and types correspondence.

**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 full-time experience as a Legislative Recorder II for the City of San Diego.

- \* 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.**