

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CONTRACTS PROCESSING CLERK - 1536

DEFINITION:

Under general supervision, to perform specialized and complex clerical work; to prepare and process complex legally binding documents, contracts, and legal notices; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes by a level of independence and judgment necessary for the preparation of complex contract documents to be used in the bidding and awarding of City of San Diego procurement and construction projects. This includes the review of contract specification information and submittals; determining the appropriate contract document and clauses; and anticipating any special requirements. Some positions may require a basic level of technical knowledge including legal terminology to ensure that documents are composed accurately. Positions classified at this level may be underfilled by Word Processing Operator, Clerical Assistant II and Clerical Assistant I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Reviews contract specification information and submittals to determine the appropriate contract document to utilize;
- Types statistical and budgetary tabulations, reports, manuscripts, contracts, and other documents from rough, plain, corrected copy or dictated material;
- Develops and maintains a working knowledge of City, State, and Federal requirements based on funding sources (e.g., CMAQ, FAA) and project conditions;
- Assures the content of contract document contains all elements required by law to include the City's legal requirements, revisions to the Standard Specifications for Public Works Construction, the job specific technicals, attachments, appendices, and bidding documents;
- Prepares and processes construction contract specifications for all City departments requiring licensed contractors;
- Proofreads initial and edited contract drafts, addressing areas of bids and addenda that are inconsistent, incorrect, and unclear, and identifies and updates outdated language
- Merges several software reports into one final document;
- Keeps files and logs of stored material;
- May train and lead the work of less experienced operators.

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 Announcement for updated minimum qualifications.

One year of full-time clerical experience including six months of experience creating, formatting, editing, and processing complex legally binding documents, contracts, and legal notices. A typing certificate indicating the ability to type at a corrected speed of 30 or 50 net words per minute (WPM) on a computer keyboard is required.

- * **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.