

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CLERICAL ASSISTANT I

DEFINITION:

Under immediate supervision, to perform a variety of routine clerical work according to specific instructions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the general clerical series. Instructions for completing work assignments are specific and work is closely reviewed. This class differs from the next higher level, Clerical Assistant II, in that the latter performs a wide variety of more difficult, journey-level clerical tasks.

*** EXAMPLE OF DUTIES:**

- Sorts, indexes, alphabetizes and files cards, letters, or documents;
- Performs simple computations and types data in column form;
- Answers and routes telephone calls to the proper office or employee;
- Enters, modifies and queries computerized files;
- Provides routine information to the public over the counter or by telephone;
- Distributes forms, pamphlets, and applications;
- Proofreads and compares records and reports;
- Assists in preparing payrolls and related documents;
- Prepares and types requisitions and work order requests for service;
- Types forms, reports and correspondence from rough drafts;
- Distributes mail, office supplies, books, and other materials;
- Conducts periodic equipment inventories;
- Microfilms/ microfiches records and other documents;
- Photocopies and collates printed materials;
- Operates office machines and equipment.

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.

No specific education or experience is required. Ability to type at a corrected speed of 30 net words per minute may be required for some positions. Career advancement to some Clerical Assistant II positions may require the ability to type at a corrected speed of 50 words per 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.