

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLERICAL ASSISTANT II - 1535

DEFINITION:

Under general supervision, to perform a variety of clerical work of average difficulty in various City departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the general clerical series. Positions classified at this level may be underfilled with Clerical Assistants I in accordance with the City's Career Advancement Program.

*** EXAMPLE OF DUTIES:**

- Prepares statistical reports requiring the location and assembly of data from a variety of sources;
- Sorts and files records and other documents;
- Issues permits and licenses in accordance with established procedures;
- Collects fees and issues receipts;
- Maintains files where discretion is involved;
- Serves as a receptionist;
- Answers inquiries over the telephone and counter regarding City services and general departmental procedures and policies;
- Photocopies and collates various documents;
- Makes entries into logs and other control records;
- Reconciles payments and balances against encumbrances;
- Processes the less complex payrolls and related documents, or assists in processing a large and complex payroll;
- Prepares and sends out notices, bills, and similar forms;
- Orders and distributes office supplies;
- Maintains inventories and invoices of supplies;
- Maintains mailing lists;
- Sorts and routes incoming and outgoing mail;
- Reviews records for accuracy and completeness;
- Conducts periodic equipment inventories;
- Operates a variety of office equipment;
- Enters, modifies, and queries computerized files;
- Types correspondence, reports, forms, requisitions, and a variety of other documents from rough drafts, tape recordings, or oral instructions;
- Arranges materials into proper format and corrects grammar, punctuation, and spelling;
- Proofreads finished copy;

*** 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.**

- Maintains and processes various records such as purchase requisitions, receiving reports, and direct payments;
- Maintains a petty cash fund;
- Schedules appointments;
- Makes travel and hotel accommodations and processes travel expense reports;
- May assist in the training of new employees, and review the work of other lower-level or less experienced clerical 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>.

One year of full-time clerical experience which may include typing, filing, providing information to the public, and general bookkeeping as typical duties. Six months of this experience must be in a position where the primary job responsibility is clerical in nature and must include a wide range of qualifying clerical duties; **OR** an Associate's Degree in Business Office Technology or a closely related field. Ability to type at a corrected speed of 30 words or 50 words per minute may be required for some positions.