

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CLERICAL ASSISTANT II

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;
- 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 Announcement for updated minimum qualifications.

One year of clerical experience, six months of which must include a wide range of qualifying clerical duties in a position where the primary job responsibility is primarily clerical in nature; **OR** completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures. Ability to type at a corrected speed of 30 words per minute may be required for some positions. Some 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.