

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COUNCIL SECRETARY

DEFINITION:

Under direction, to perform a variety of difficult secretarial and clerical work for a City Council District office; to provide information to the public; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Independently prepares correspondence, memoranda, responses to special requests, and other materials;
- Types reports, letters, memoranda, records, and statistical data;
- May take and transcribe varied dictation;
- Screens calls and provides information to the public;
- Independently responds to routine requests for information and complaints from the public;
- Gathers and compiles informational, statistical and other data as required;
- Arranges meetings and appointments;
- Makes travel arrangements;
- Maintains files and records;
- Orders and issues supplies;
- May supervise and train other 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.

Three years of experience in secretarial and clerical work. Ability to type 50 net words a 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.