

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**DEPUTY CITY CLERK I**

**DEFINITION:**

Under general supervision, to perform specialized and complex clerical work in the City Clerk's Office; to research complex inquiries regarding administrative and legislative policies and procedures, ballot issues and other City issues; to prepare and process legal notices on land use hearings; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Researches and responds to complex inquiries regarding administrative and legislative policies and procedures, proposition and ballot issues, and a variety of other City issues from the public, Mayor, Council members, and City departments;
- Searches and retrieves information from manual and computerized information retrieval systems;
- Prepares and processes legal notices on land use matters and appeals;
- Processes documents such as land use and street work issues, subdivision contracts, deeds, leases and permits;
- Maintains subject and numerical indices for all City ordinances;
- Maintains sales and subscription lists for the Municipal Code, City Charter and Council Policy Manual;
- Researches and duplicates tapes;
- Files and maintains a computerized index of Council actions;
- Performs other related clerical tasks.

**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, including six months of experience preparing and processing legal notices on land use hearings; researching, retrieving, and disseminating complex information from manual and computerized records and files in the City Clerk's Office.

- \* **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.