

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**DEPUTY CITY CLERK I - 1395**

**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, and passport applications;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of full-time 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; and processing passport applications.

- \* 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.**