

July 1, 1999

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**DEPUTY CITY CLERK II**

**DEFINITION:**

Under direction to supervise and participate in specialized and complex clerical work relative to processing legislative matters.

**DISTINGUISHING CHARACTERISTICS:**

Deputy City Clerks II serve as first level supervisors over a major clerical section providing a variety of clerical support for Council actions.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns and supervises the work of subordinates in the Informational, Hearing or Docket Section of the City Clerk's Office;
- Performs the more difficult and complex research of requested information;
- Arranges hearing dates on Council docket;
- Reviews and prepares land use matters and street work items prior to placement on the Council docket;
- Coordinates the scheduling of land use hearings with other City departments;
- Explains legal and procedural requirements outlined in the Municipal Code, California Government Code, Administrative Regulations and Council Policy Manual;
- Coordinates the docketing of items with the Rules Committee Consultant and Council Representative;
- Composes docket items and reviews for completeness and accuracy;
- Researches various source documents;
- Gives information over a counter or telephone where judgment and interpretation are required;
- Trains and rates the performance of subordinates;
- Performs other related 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.

Three years of clerical experience including one year of experience performing duties equivalent to that of a Deputy City Clerk I for the City of San Diego.

- \* **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.