

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGISLATIVE RECORDER I

NOTE: Formerly LEGISLATIVE RECORDER

DEFINITION:

Under direction, to perform difficult and specialized secretarial work to record official actions taken by a major board or commission; to prepare and disseminate Board or Commission agendas, minutes, and directives; to interpret, summarize, and promulgate direction from a board or commission and to perform related work.

* **EXAMPLES OF DUTIES:**

- Takes minutes of board, commission and closed session meetings and independently prepares complete minutes;
- Prepares agenda, ensures accuracy of content and format, and distributes official meeting notices;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Compiles, reviews, transcribes, and summarizes board and commission related data;
- Records pertinent Board and Commission actions and disseminates information to appropriate agencies and/or persons;
- Researches and maintains files, logs, and records;
- Officially certifies agreements, reports and board and commission actions;
- Sets up acquisitions, and resolutions;
- Responds to inquiries relative to board and commission actions and/or procedures;
- Independently composes and types correspondence;
- Performs related tasks as required.

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, of which one year must be performing complex clerical work involving researching, assembling, and preparing documents or agendas. Ability to take dictation at 90 words per minute and type at a corrected speed of 50 words per minute. Possession of a valid typing certificate and shorthand/machine shorthand certificate.

- * **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.