

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGISLATIVE RECORDER I - 1382

NOTE: formerly Legislative Recorder

DEFINITION:

Under direction, to perform difficult and specialized secretarial and administration 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:**

- Assists with researching, assembling, and preparing legal documents related to items acted upon or considered by the City Council and other boards and commissions;
- Provides support for logistical, docketing procedures, and hearing session coordination;
- Takes or records, and then transcribes minutes of board, commission, and closed session meetings and independently prepares complete minutes;
- Accesses and utilizes various computer applications to record meetings;
- Prepares agendas, 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;
- Assists with tracking and meeting deadlines for transmittal of resolutions and ordinances subject to the Mayor's veto for Mayoral signature;
- Schedules public comment and presentations by City staff;
- Researches and maintains files, logs, and records;
- Processes and 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;
- Uploads Request to Speak slips and Council-approved resolutions and ordinances, meeting results, minutes, and similar items to the intranet, City Clerk's web page, or the respective department's web page;
- Independently composes and types correspondence;
- Performs word processing and related tasks as required.

*** 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.

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>.

Three years of full-time complex clerical experience, of which two years must be performing duties in support of a board, commission, or legislative body as a primary function. Qualifying duties must include researching, assembling, preparing, and distributing documents and agendas. Ability to type at a corrected speed of 30 words per minute on a computer keyboard is required.