

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGISLATIVE RECORDER II

DEFINITION:

Under direction, to perform specialized highly complex secretarial work in the City Clerk's Office to record official actions taken by City Council; to prepare and disseminate agendas, minutes, and directives; to interpret, summarize, and promulgate direction from the Council, and to perform related work.

* **EXAMPLES OF DUTIES:**

- Takes minutes of Council and Committee meetings on a variety of topics and complexity and independently prepares complete minutes under stringent deadlines;
- Prepares agendas and ensures the accuracy of the content and format;
- Compiles, reviews and comprehends pertinent materials for Council docket prior to Council meetings;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Reviews documents approved by the City Council in order to prepare directives or requests for ordinances and resolutions;
- Responds to inquiries relative to Council meetings, actions and/or procedures;
- Records pertinent Council actions and disseminates information to appropriate agencies and/or persons;
- Researches and maintains the more difficult and complex manual and computerized files, logs, and records;
- Officially certifies agreements, compiles, and reviews relevant data utilizing specialized knowledge;
- Operates a word processor to type minutes, agenda, and correspondence.

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.

Two years of clerical experience; **AND** two years of stenographic work for a board, commission, committee, or legislative body, **OR** two years of stenographic work which must include gathering, assembling, preparing, and disseminating legal documents or agendas; **AND** one year of experience as a Legislative Recorder I in the City Clerk's Office, **OR** satisfactory completion of the Appointing Authority's list of critical tasks required for advancement to Legislative Recorder II.

- * **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.