CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CLERK/TYPEIST

DEFINITION:
Under direction, to supervise the work of a group of clerical subordinates; or to perform specialized clerical work of a difficult and complex nature; and to perform related work.

DISTINGUISHING CHARACTERISTICS:
This class serves as a first level supervisor over a group of clerical subordinates performing a variety of clerical functions. Positions without supervisory responsibilities are required to perform difficult and specialized clerical work of a responsible nature requiring considerable independent judgment in interpreting departmental rules, regulations, and policies.

EXAMPLES OF DUTIES:
- Plans, assigns and reviews the work of clerical subordinates performing a variety of clerical functions;
- Coordinates work with other sections and/or divisions;
- Resolves workload problems and establishes priorities;
- Provides training to subordinates;
- May participate in the work of the section;
- Independently composes correspondence in accordance with established standards;
- Develops, reviews and modifies work procedures for the unit;
- Selects and rates the work performance of subordinates;
- Sets up and maintains complex and/or computerized file systems;
- Reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable statutes;
- Prepares special and periodic reports which involve developing format and compiling materials and data from a variety of sources which requires an understanding of problems and terminology involved and relevant rules and regulations governing such activities;
- Provides information at a counter or via telephone where judgment and interpretation are required enters, modifies and queries computerized files using a CRT;
- Develops forms and shell documents;
- Types correspondence, reports and various other documents from rough drafts, tape recordings or oral instruction.

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 full-time clerical experience; OR two years of clerical experience AND successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training specifically on clerical or office procedures. The ability to type at a corrected speed of 30 words per minute. Some positions may require the ability to type at a minimum corrected speed of 50 words per minute.

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.