

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CLERK/TYPIST

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.