



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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**#T2355 DISABILITY SERVICES ASSISTANT (Word Processing Operator)**

**SALARY: \$2296 to \$2762, Monthly**

**APPLY: FIRST DATE: September 27, 2002**

**\* LAST DATE: June 11, 2003**

\*Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**NOTE: The current vacancy for this position is in the Community and Economic Development Business Center and functions as an assistant to the City of San Diego Disability Services Coordinator.**

**REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise indicated.

**AGE:** Minimum age for applicants is 18, except for high school graduates who are 17.

**TEST FOR CLERICAL ABILITIES (TCA):**

You must have achieved a passing score on any City of San Diego Test for Clerical Abilities (TCA). A copy of your TCA Notice of Qualifications/Test Results indicating a passing score must be submitted with your application.

Future TCA exams will be offered; however, qualified applicants who have not achieved a passing score on the TCA will be placed INACTIVE on the eligible list and not certified to the hiring department(s) until submitting proof of a passing score. **The TCA requirement may be waived for individuals who are serving or have served in a properly classified City of San Diego clerical position.** Information on the TCA is available from the City of San Diego Employment Information Center.

**EXPERIENCE/EDUCATION:** You may qualify by meeting one of the following:

1. One year of full-time clerical employment experience, which may include typing, filing, providing information to the public, and general bookkeeping as typical duties. **SIX MONTHS OF THIS EXPERIENCE MUST HAVE BEEN IN A POSITION WHERE THE PRIMARY JOB RESPONSIBILITY WAS CLERICAL IN NATURE** and must include a wide range of qualifying clerical duties.  
**- OR -**
2. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures. **Applicants qualifying by successful completion of a clerical training program must submit, with their application, a copy of their diploma or certificate indicating the total number of program hours completed.**  
**- OR -**
3. An Associate of Science Degree in Business Office Technology or a closely related field. **(Submit a copy of your degree with the application.)**

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

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**TYPING SKILLS:** The ability to type at a corrected speed of 50 net words per minute is required at time of application. **You must submit a valid, original typing certificate indicating your ability to type at a corrected speed of at least 50 net words per minute on a typewriter or computer keyboard.** The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals who are serving or have served in City of San Diego classifications which meet or exceed the minimum typing requirements need not submit a typing certificate.** NOTE: If you deliver your application and original typing certificate **in person**, your typing speed data will be noted and returned to you. If you **mail** your application and original typing certificate and want to have the certificate returned, you must submit a self-addressed, stamped envelope with your application.

**Typing tests are given at, but you are not limited to, the following locations:** Centre City/Skills Center (619) 230-2300; Cesar Chavez Center (619) 230-2895; Educational Cultural Complex (619) 527-5275; Mid-City Center (619) 265-3455; North City Center (858) 627-2545; The West City Center (619) 221-6973.

**LICENSE:** A valid California Class C Driver's License is required at time of hire.

**DUTIES:** Word Processing Operators type and store data for high speed printing and high volume reproduction of typed copy; type statistical and budgetary tabulations, reports, manuscripts, contracts, and other documents from rough, plain, corrected copy or dictated material; perform coding or programming operations to revise, delete, edit or alter drafts; compile and research information from various filing systems, other libraries, the internet, etc.; add, store, and maintain computerized systems of information retrieval; keep files and logs of stored material; train and lead the work of less experienced operators; serve as secretary to management personnel by preparing agendas, taking notes and preparing minutes, and maintaining calendars; and perform other clerical duties, including filing and reception work, as assigned.

**The current vacancy for this position is in the Community and Economic Development Business Center and functions as an assistant to the City of San Diego Disability Services Coordinator.** This position is responsible for assisting the Disability Services Coordinator in office and/or specially designated functions. The Disability Services Assistant reads aloud various policies, reports, articles, and correspondence and rapidly searches documents to locate specific statistical or legal information; opens and reviews the Coordinator's e-mail and mail and prioritizes it for review; queries and reads aloud specific information in files and resource books; organizes and maintains files and resource materials in hard copy systems and on the computer in ways available for speech-to-text (talking computer system) to be retrieved by the supervisor; makes appointments, maintains the supervisor's calendar, and daily notifies the supervisor verbally of appointments and deadlines as noted on the calendar; scans various materials into the computer; uses word processing software to create training materials including handouts and presentation packages; coordinates preparation of meeting agendas and minutes; prepares limited expense reports and direct payments, daily cash receipts, and purchase requests/orders; accompanies and guides the Disability Services Coordinator to various facilities for meetings; and performs other duties as assigned.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants meeting the requirements specified above will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center **NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE**. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**