

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
#T1961 LEGISLATIVE RECORDER I  
\*SALARY: \$3026 to \$3658, Monthly**

**NOTE:** There is potential for Career Advancement to Legislative Recorder II (Salary: \$3176 to \$3844, Monthly) upon completion of one year full-time experience as a Legislative Recorder I.

**\*APPLY: FIRST DATE: January 17, 2003**

**LAST DATE: February 19, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

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

**EXPERIENCE:** Three years of full-time clerical experience. **Qualifying experience must include one year of experience performing complex clerical work involving researching, assembling, and preparing documents or agendas. -AND-**

**TYPING SKILLS:** Ability to type at a corrected speed of 50 words per minute. (See Certificate Requirements) **-AND-**

**STENOGRAPHIC SKILLS:** Ability to take dictation at a rate of 90 words per minute. (See Certificate Requirements)

**HIGHLY DESIRABLE:** Experience performing stenographic or complex clerical work in support of a board, commission, committee, or legislative body.

**CERTIFICATE REQUIREMENTS:** An **ORIGINAL** typing and shorthand/machine shorthand certificate must be presented with your application. **Photocopies will NOT be accepted.** The typing certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will **not** be accepted. The shorthand/machine shorthand certificate **must specify number of words per minute, accuracy rate, and that the test was three minutes or longer. Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements need not submit a typing certificate.** **NOTE:** If you deliver your application and original typing certificates and shorthand/machine shorthand **in person**, your data will be recorded by Personnel Department staff and the original certificates will be returned to you at that time. If you **mail** your application and original typing and shorthand/machine shorthand certificates and want to have the certificates returned to you, you must submit a self-addressed stamped envelope, with correct postage, with your application.

**Typing tests are given at, but you are not limited to, the following locations:**

(Call individual centers for further information. The West City Center also gives shorthand tests.)

Centre City / Skills Center:	(619) 388-4600	Mid-City Center:	(619) 388-4500
Cesar Chavez Center:	(619) 230-2895	North City Center:	(858) 627-2545
Educational Cultural Complex:	(619) 388-4881	The West City Center:	(619) 221-6973

**DUTIES:** Legislative Recorders perform difficult and specialized secretarial work for the City Council, the City Planning Commission, and the City Redevelopment Agency. Duties include gathering and assembling legal documents; preparing meeting agendas and taking and recording minutes; composing summaries of Commission or Board Actions; disseminating information to appropriate sources; operating a word processor; certifying official City documents such as agreements, contracts, ordinances, and resolutions; and performing other duties as assigned.

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

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the Application/Supplement for applicable education, experience and/or training, and certifications. Only those applicants whose qualifications most closely relate to the position requirements 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 **two years**. 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.

MVA/April 2, 1999/\*Rev. 3 (01-17-03)/Class 1382