

SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRANSFER OPPORTUNITIES
OPEN ONLY TO CURRENT CITY OF SAN DIEGO EMPLOYEES

February 09, 2018

If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:

1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired.
3. Have satisfactory performance in your current position.

The requirements for a transfer are found in Personnel Manual Index Code E-7.

SENIOR CLERK/TYPIST
MONTHLY SALARY: \$3,016 - \$3,639

FIRST DATE TO APPLY: February 9, 2018

LAST DATE TO APPLY: February 28, 2018

LOCATION: Office of the City Attorney, 1200 Third Avenue, Suite 700, San Diego, CA 92101

VACANCY INFO: The Office of the City Attorney has one permanent, full-time Senior Clerk/Typist position in the Criminal Division. Senior Clerk/Typists in the Criminal Division oversee Clerical Assistants and Court Support Clerks who assist Deputy City Attorneys in eight support units. Four to ten staff members are assigned to each unit. Occasional work location includes Superior Court, Sheriff's Offices, Public Defender's Office, and the District Attorney's Office all within walking distance. The work hours are 8:00 a.m. to 5:00 p.m. (start/end times varies by unit assignment), Monday through Friday.

DUTIES: The work related duties and responsibilities for each unit vary depending on the part the unit plays in the overall prosecutorial mission of the office. Each Senior Clerk/Typist is responsible for the supervision of the clerks and the work product of his or her unit. In order to accurately supervise this work, Senior Clerk/Typists must gain or have a working knowledge of each desk within their unit and be able to step in and provide back-up wherever needed. Depending on the work assignment, this position may require lifting a box of up to 30 pounds.

QUALIFICATIONS: Possess excellent communication and writing skills; be able to prioritize tasks according to deadlines; be proficient in Microsoft Word, Excel, and Outlook; be able to work in both a team environment and independently; exercise good judgment and initiative; and be flexible while managing multiple assignments and other matters in a timely manner.

HIGHLY DESIRABLE: Experience working with criminal justice databases, case management systems, criminal law enforcement, and the Superior Court system.

CONTACT: Please submit a letter of interest, resume outlining your relevant experience, education, training, and typing certificate to Monico Armenion, Principal Clerk, at marmenion@sandiego.gov by **5:00 p.m., Wednesday, February 28, 2018**. All résumés will be reviewed and only the most qualified candidates may be invited to participate in the selection process. While there is currently one vacancy, this interview process may be used to fill future vacant Senior Clerk/Typist positions in the Office of the City Attorney. All Candidates selected to move forward in this process will be asked to provide additional personal information that will help us in completing our internal background investigations.

To be interviewed for any position on this Transfer Opportunities Notice, you must be on the appropriate Personnel Department Transfer List. If you are NOT currently on the transfer list (submit a Personnel Action Request Form to Personnel prior to the last date to apply indicated above).