

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CLERK/TYPIST – 1879

DEFINITION:

Under direction, to supervise the work of a group of clerical subordinates; 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;
- Performs and facilitates office management functions;
- 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 involves 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;
- Develops forms and shell documents;
- Provides clerical support to a board, commission, committee, or legislative body;
- Types correspondence, reports, and various other documents from rough drafts, tape recordings, or oral instruction.

* **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.

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience where your primary job responsibilities were clerical in nature and must include a wide range of increasingly responsible duties (e.g., drafting, editing, typing correspondence, memoranda, or instructional procedures; reading, researching, analyzing correspondence, manuals, or other written materials; checking, comparing, alphabetizing, sorting, counting, calculating, verifying, recording, and/or coding data via computer or manually; providing clerical support to a board, commission, committee, or legislative body; verbally convey instructions, policies, and procedures via phone or in person); **OR** two years of full-time clerical experience as specified above, **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; **OR** two years of full-time clerical experience as specified above, **AND** an Associate's Degree in Business Office Technology or a closely related field. 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.