

City of San José
CLASS SPECIFICATION

Title: Legislative Secretary FT/PT (8042/8043)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Clerk's Office	City Clerk or Assistant City Clerk	Non-exempt

CLASS SUMMARY

Under direction, performs administrative and secretarial work related to meetings of the City Council. Performs specialized work in the review, handling, coordination and storage of Council documents. Prepares agendas, synopses, minutes or legislative history of Council proceedings. Maintains a complex and specialized filing system which contains the legislative history of the City. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for preparing agendas, synopses, minutes and legislative history of the City Council. Incumbents work regularly on tasks that are varied, requiring considerable discretion and independent judgement. Positions in this classification rely on experience and judgement to ensure accurate, efficient and effective functioning of the assigned meetings of the City Council. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements. Accurate recordation of Council proceedings and the filing, indexing, storage and retrieval of Council documents are unique to this class. This class differs from that of Secretary in that incumbents of the latter perform relatively less difficult, varied, and responsible secretarial duties.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and six (6) years of experience in clerical and secretarial work, including two (2) years providing individual support to an executive or completion of two (2) years of undergraduate course work from an accredited college or university and one (1) year experience assembling and verifying data for complex reports, records, or databases OR acting as a lead to clerical staff.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices including knowledge of Council documents including proper preparation of documents following Robert's Rules of Order and the Brown Act; compliance with Public Records Act requests; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Services - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Prepares agendas for City Council meetings in accordance with direction from the City Clerk, the City Manager and the City Council Rules Committee.	Daily/Several Times
2.	Responds to inquiries from City Council offices, City employees, the news media, various public agencies and the general public concerning City Council actions.	Daily/Several Times
3.	Coordinates with a wide variety of departments and employees in work relating to City Council business.	Daily/Several Times
4.	Attends afternoon and evening City Council meetings and prepares and edits a draft of the meeting synopsis. Composes the final Council minutes by selectively condensing and paraphrasing Council discussion, exercising care to include relevant material and accurately report the course of Council proceedings in accordance with actions taken.	Weekly
5.	Reviews all documents on which Council action has been taken to ensure that documentation is complete and that the vote is accurately recorded on ordinances and resolutions.	Weekly
6.	Supervises the maintenance of a filing system for City Council documents; ensures retrievability of filed information.	Weekly

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7.	Maintains a legislative history of Council actions by accurately and consistently indexing Council proceedings, as well as indexing contracts awarded by the City Manager, plans and specifications for City projects and other relevant documents required to be filed with the City Council or the City Clerk.	Weekly
8.	Schedules and monitors the work assignments of lower level staff.	As Required
9.	Performs other related duties as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 10/58, Rev. 2/88, Rev. 10/91, Rev. 6/97, Rev. 04/17; s002*