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SAN FRANCISCO

1446 Secretary II
(Elections Commission Secretary)
Recruitment #PEX-1446-056826

Department:	Department of Elections
Date Opened:	9/25/2010 8:00:00 AM
Filing Deadline:	Continuous
Salary:	\$22.45 - \$27.29/hour
Job Type:	Permanent Exempt
Employment Type:	Part-Time

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INTRODUCTION

The City Charter authorizes the Elections Commission to supervise the City's Department of Elections. The Commission sets general policies for the Department; it also selects and supervises the Director of the Department of Elections.

The Elections Commission has regularly scheduled meetings on the third Wednesdays of each month at 6:00 pm, City Hall, and has one standing committee with regularly scheduled meetings the first Wednesday of every month at 6:00 p.m. at City Hall. Special Meetings may be called as needed.

Appointment Type: Permanent Exempt, part time appointment, not to exceed 20 hours per week or 1040 hours in 12 months. Exempt employees are considered "at will" and serve at the discretion of the appointing officer.

Number of positions: The San Francisco Elections Commission is accepting resumes for one (1) position.

Nature of work: Evening hours will be required once per month (usually the third Wednesday of the month), and occasionally, a second evening per month (usually the first Wednesday of the month, if necessary). Outside of these meetings, the remainder of the 20 hours per week can be a regular schedule agreed upon by the successful applicant and the Commission president.

Essential Duties:

Under direction, acts as the Secretary to the Elections Commissioners; prepares the Elections Commission calendar and records official acts of the Commission, provides secretarial services of a difficult and responsible nature for the Elections Commission. Essential functions include the following:

- Prepares and distributes agenda, notices, minutes and resolutions of the commission; maintains records of meetings and official actions of the commission; certifies all Commission documents and resolutions; prepares correspondence for members of the Commission.
- Types minutes of meetings from audio recordings of the meetings, and manages the edits suggested by Commissioners.
- Facilitates communication and transmission of documents between and among Commissioners, the Director of Elections, and/or legal counsel, as needed; and maintains a public file for certain communications as required by relevant public meetings/open government laws and ordinances.
- Organizes Commission and Committee meetings, including: preparing the agendas with direction from the Commission president or committee chair; publishing the agendas in accordance with applicable laws; preparing and distributing meeting packets to Commissioners and principals, as well as having extra copies for the public; bringing materials to the meetings; ensuring the audio recording of the meetings, and, if necessary, posting notices of cancellations in accordance with applicable laws.
- Types a wide variety of letters, memoranda, reports and other materials from copy or verbal instructions; may compose routine correspondence in accordance with standard practice and policies.
- Screens office and telephone callers; personally assists those whose business does not warrant seeing the superior; screens incoming correspondence and routes accordingly; answers a wide variety of inquires and explains office operations, policies and procedures.
- Maintains office files for correspondence and records; maintains manuals and updates resource

materials.

- Makes appointments and arranges meetings for the Commissioners, makes travel arrangements as required.

MINIMUM QUALIFICATIONS

1. Ability to type 55 net words per minute by using a typewriter and/or word processor; AND
2. Two (2) year of secretarial experience encompassing editing and independently composing letters and other correspondence utilizing word processing systems; researching, compiling and organizing data for various reports; and maintaining office/record systems; OR:
3. Three (3) years of verifiable clerical experience comparable to a 1424 Clerk Typist.

Notes:

1. A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.
2. City and County employees received credit for duties of the class to which appointed. Credit for experience outside of the employee's class is allowed only if recorded in accordance with the provisions of Civil Service Commission Rules.

Desired Qualifications:

- Twelve months of experience with basic internet research
- Three months experience posting meeting agendas
- Knowledge or ability to learn the basic rules governing public meetings and open government
- Ability to manage correspondence for more than one commissioner
- Ability to type from audio recordings

SELECTION PLAN

Verification of Experience:

Applicants may be required to submit verification of qualifying education and experience. Verification of experience, when requested, must be on the employer's letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer.

City employment may be verified by submitting a performance evaluation in lieu of other verification. City and County employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of Civil Service Commission Rules. A copy of a diploma or transcripts must be submitted to verify the qualifying education when requested. Verification may be waived if impossible to obtain. Waiver requests will not automatically be granted, but will be considered on a case-by-case basis.

Notes:

Applications will be screened for relevant qualifying experience. Those applicants most qualified will be offered interviews. Possession of minimum qualifications does not guarantee an interview.

In compliance with the Immigration and Reform Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States.

Qualified applicants with disabilities requiring reasonable accommodations for this selection process must contact the department by telephone at (415) 557-4926 or in writing at the address listed above as soon as possible.

Minorities, Women and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to begin the application process by registering an account.

Click and select the 1446 Secretary II Announcement
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have Registered Previously"
Follow instructions given on the screen

If you have any questions regarding this recruitment or application process, please contact Lillian Chow (415)557-4926.

Computer kiosks are located in the lobby of the Department of Human Resources, One South Van Ness, 4th Floor, San Francisco, CA, for use by the public to apply for City jobs. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday.



DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on the link below to apply:

Fill out the Application NOW using the Internet.	Apply Online  
Contact us via conventional means.	You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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