
1446 Secretary 2

Recruitment #PEX-1446-068340

DEPARTMENT Department of Elections
ANALYST Paul Greene
DATE OPENED 11/17/2016 08:00:00 AM
FILING DEADLINE 12/8/2016 5:00:00 PM
SALARY \$30.24 - \$36.76/hour
JOB TYPE Permanent Exempt
EMPLOYMENT TYPE Part-Time

INTRODUCTION

Elections Commission

1444 Commission Secretary

Appointment Type: Permanent Exempt Part Time - This position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer.

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.

Position Description:

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. This position is ideal for an individual who is seeking a flexible schedule.

Essential Duties:

- 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; types correspondence for members of the Commission.
- Types minutes of meetings from audio recordings of the meetings, and manages the edits suggested by Commissioners.
- Ensures documents are distributed to the 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 inquiries 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.
- Tracks and manages legal and other requirements of Commissioners, including various required annual filings, required training and certification as dictated by law, and other requirements

MINIMUM QUALIFICATIONS

1. Ability to type 40 net words per minute using a typewriter and/or a 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.

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

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.org, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Paul Greene, by telephone at 415-551-8939 or by email at paul.greene@sfgov.org

SELECTION PROCEDURES

Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job

for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

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.

CONCLUSION

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

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, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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