

CLASS SPECIFICATION

4-5-01

LEGISLATIVE ASSISTANT, 1182

Summary of Duties: Serves one or more Council Committees, or may act as the City Clerk's representative at Council meetings, preparing and checking agendas and reports, attending meetings, maintaining records, providing minutes and supplying information about the Council or Council committee activities.

Distinguishing Features: Legislative Assistants are concerned with various activities to assist in the operation of the Council committees or the Council. They are responsible for determining that matters are ready for Council committee or Council action and for gathering information to assist the committees or Council with their deliberations. Legislative Assistants are engaged in highly confidential work involving the Council or its committees and must be able to compose detailed and complex reports from brief verbal instructions. Employees in this class work independently and receive little direct supervision. They are often required to complete their assignments in a brief period of time in order to meet the demands of the Council.

Example of Duties: A Legislative Assistant:

- Determines that matters are ready for Council committee action
- Notifies interested parties;
- Prepares agenda for committee meetings;
- Gathers information, briefs and reports and summarizes information on matters for committee deliberation;
- Attends committee meetings, records votes, and keeps records;
- Prepares reports of committee actions and activities from rough notes, verbal instructions, or after extended public hearings;
- Proofreads reports, secures signatures of committee members for reports, and prepares correspondence;
- Administers oaths of office and loyalty oaths;
- May serve as notary public;
- Accepts official documents filed with the City Clerk;
- Gives information to the public regarding municipal affairs and matters that must be presented to the Council;
- Serves special committees and prepares detailed minutes for the Board of Referred Powers;
- Prepares motions at the request of Council members; advises the public and Council members on the location and contents of public documents and other matters;
- Upon request advises the public, the Council, Council committees, and City officials on the operation of City government, Council and Council committee actions, and the operation of the City Clerk's Office;
- Acts as minute clerk to the City Council;
- Answers inquiries and prepares correspondence on such matters as ordinances and resolutions of the Council;
- Confers with and advises department heads regarding general procedures of, and actions taken by the Council and Council committees; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledge of:

- Functions, procedures, and organization of the City Clerk's Office and the City Council and its committees, along with pertinent State laws, City ordinances and City Charter provisions;
- The organization, functions, and operations of various City departments;
- Council procedures relating to ordinances including their publication;
- Office practices and procedures;
- The California Environmental Quality Act and related City guidelines;
- Parliamentary procedures;
- The laws and regulations related to affirmative action and equal employment opportunity;
- Indexing and record keeping;
- City personnel rules, policies, and procedures.

The ability to:

- Prepare complete and concise correspondence, records, and reports;
- Deal tactfully and effectively with City officials and the public;
- Learn laws and procedures rapidly and to apply them in a variety of cases.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

One year of full-time paid experience in a class at least at the level of Management Analyst performing professional administrative, legislative, or research support duties.

Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualification of any position shall be.