CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: 1729CE
UNIT: OCEA or CONFIDENTIAL

DOCUMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to process, log, and track legislative documents in the City Clerk's Office; to perform advanced clerical duties; and to perform related duties as required.

EXAMPLES OF DUTIES -*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Processes, logs, and tracks legislative documents; maintains document database and creates reports; prepares agendas and City Council summaries; sets up, maintains and archives (through document imaging) department files and filing system; certifies and accepts documents for the City; researches and responds to public requests for information and copies; processes incoming and outgoing City mail; receives, processes, and tracks claims, summons and complaints for the City; screens telephone and office callers and may serve as receptionist as needed; distributes mail; prepares mailings; operates a computer terminal for word processing and data entry duties; does photocopying; assists in interpreting departmental policies and procedures; develops and maintains cooperation with other agencies, groups and individuals in the coordination of departmental activities; may function as a lead worker over other clerical staff; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Data base systems and word processing.
Document Imaging system.
Legislative document requirements.
Research procedures.
Modern office practices, procedures and standard office equipment.
Proper English usage, spelling, grammar and punctuation.
Departmental policies and procedures.
Principles of business letter writing and basic report preparation.

Ability to:

Operate a variety of office equipment, including a computer.
Pay attention to detail and follow-up.
Set up and maintain filing system.
Compose routine correspondence independently.
Maintain clerical records and prepare reports of moderate complexity.
Collect, organize and assemble data for reports, agendas and correspondence.
Train, assign and direct the work of employees.
Prepare clear and concise reports.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Experience:
Four years of increasingly responsible clerical experience preferably with one year of experience working with legislative documents.

Training:
Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.