CALLING AN EXAMINATION FOR ELIGIBLE LIST FOR THE POSITION OF DEPUTY, CLASSIFICATION 6, IN THE OFFICES OF THE CITY CLERK, COMPTROLLER, ASSESSOR, PURCHASING AGENT AND TAX COLLECTOR IN THE CLASSIFIED SERVICE IN THE TOWN OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE TOWN OF SAN ANSELMO.

WHEREAS, there is no list of qualified applicants for the position of deputy, Classification 6, in the offices of the City Clerk, Comptroller, Assessor, Purchasing Agent and Tax Collector in the Classified Service of the Town of San Anselmo, and

WHEREAS, public interest requires that such a list should be established,

NOW THEREFORE BE IT RESOLVED, by the City Council of the Town of San Anselmo, that examinations to create an eligible list for the above mentioned position in the Classified Service of the Town of San Anselmo shall be held in accordance with the following "NOTICE OF CIVIL SERVICE EXAMINATION". 

"NOTICE OF CIVIL SERVICE EXAMINATION" attached hereto and made a part hereof.

BE IT FURTHER RESOLVED, that Jerome B. Hannigan be appointed examiner for the written test to be held on the ___ day of September 1951 and that be appointed examiners for the oral examinations to be held on the ___ day of ___ 1951.

I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted at an adjourned regular meeting held on the ___22nd___ day of ___May___ 1951 by the following vote:

AYES: COUNCILMEN: Skinner, Knoles, O'Mara, Smith, Booth

NOES: COUNCILMEN: None

ABSENT: None

Mildred Scoggins, City Clerk
NOTICE IS HEREBY GIVEN, that on September 8, 1951, the Town of San Anselmo will conduct examinations for eligible list for the position of Deputy, Classification 6, in the offices of the City Clerk, Comptroller, Purchasing Agent, and Tax Collector of Said Town of San Anselmo as provided for in Ordinance #244 of the Town of San Anselmo, as follows, to wit:

DEPUTY, FULL TIME, CLASSIFICATION 6 RANGE C, STARTING SALARY $171.00 PER MONTH PLUS $15.00 PER MONTH TEMPORARY COST OF LIVING ADJUSTMENT.

Examination is open to all female applicants over the age of 18 years of age at the time of the application, who are citizens of the United States, residents of the County of Marin for one year prior to the filing of application.

DEFINITION: Under direct supervision to post records, to receive cash and issue receipts, to give information to the public, and to do related work as required.

DISTINGUISHING CHARACTERISTICS: A position of this class requires that the incumbent perform a variety of clerical tasks in accordance with specific instructions or clearly established procedures. The tasks performed require an aptitude for detail work in processing a number of forms and in maintaining records. An employee in such a position is also expected to be helpful in supplying or in helping callers to obtain information concerning the various city departments.

TYPICAL TASKS: Answers inquiries or refers callers to proper source for information concerning city functions, procedures, rules, and regulations; receives and receipts for taxes, licenses, fees; computes and writes payroll warrants; verifies claims; posts receipts and expenditures to financial records; files a variety of official papers and uses a typewriter and adding machine.

MINIMUM QUALIFICATIONS: High School Graduate.

Minimum passing grade of 70% required

Application for the above examination must be in writing and filed with the personnel clerk in the City Hall, San Anselmo, California on or before 31st day of August 1951 at 5:00 P.M.

Mildred Scoggins, City Clerk