

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 in the Classified Service
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 appli-
cation.

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 in-
formation concerning city functions, procedures, rules, and regulations;
receives and receipts for taxes, licenses, fees; computes and writes pay-
roll 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.

Said Examination will be held on the 8th day of September 1951;
at the City Hall, San Anselmo and will consist of the following:

1. Written test based on, and to determine ability to make
arithmetical computations with speed and accuracy; clerical
aptitude; ability to deal tactfully with the public and ability
to operate a typewriter.....Weight 50
2. Oral Interview.....Weight 50

Veteran's preference credit of 5 points for services in World War II
will be added in arriving at applicant's final score.

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