

RESOLUTION 552

CALLING AN EXAMINATION FOR ELIGIBLE LIST FOR THE POSITION OF DEPUTY, CLASSIFICATION 8, 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 8, 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 Alice Leonasio be appointed examiner for the written test, to be held on the 25th day of January 1952 and that Alice Leonasio and be appointed examiners for the oral examinations to be held on the 25th day of January 1952.

Mildred Scoggins
Mildred Scoggins, City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted at an adjourned meeting of the City Council of the Town of San Anselmo at an adjourned regular meeting held on the 8 day of Jan 1952 by the following vote:

AYES: COUNCILMEN: Skinner, ^{Cohn} ~~Knies~~, O'Mara, Smith, Booth

NOES: COUNCILMEN: None

Absent: None

Mildred Scoggins
Mildred Scoggins, City Clerk,

NOTICE IS HEREBY GIVEN, that on Jan 25 1952
The Town of San Anselmo will conduct examinations for eligible list for the
Position of Deputy, Classification 8, 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 8 RANGE C, STARTING SALARY \$187.00.

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.

Said Examination will be held on the Jan day of 25 1952;
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
15th day of Jan 1952 at 12:00 P.M.

Mildred Scoggins
Mildred Scoggins, City Clerk