

Please Return to City Clerk: *us*

RESOLUTION NO. 462

CALLING EXAMINATION FOR ELIGIBLE LIST IN THE CLASSIFIED SERVICE OF THE TOWN OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE TOWN OF SAN ANSELMO, MARIN COUNTY, CALIFORNIA.

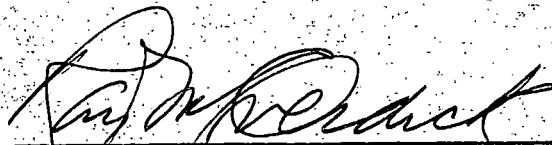
WHEREAS, there is no eligible list of qualified applicants for the position of Special Duty Clerk and Relief Officer for the Department of Police in the Classified Service of the Town of San Anselmo, and

WHEREAS, public interest, convenience and necessity requires that such a list 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 position of Special Duty Clerk and Relief Officer for the Department of Police in the Classified Service of the Town of San Anselmo shall be held in accordance with the following, "NOTICE OF CIVIL SERVICE EXAMINATIONS":

Insert here, sheet entitled, "NOTICE OF CIVIL SERVICE EXAMINATIONS", attached hereto and made a part hereof.

BE IT FURTHER RESOLVED, that the California State Personnel Board be, and is hereby declared to be, the Special Examiner to prepare, conduct and grade all written and oral tests in such examinations, and that Frank Kelly and Adolph Henricks be, and are hereby declared to be, the Special Examiners to conduct the physical and agility tests in such examinations, provided however, that should any Special Examiner be unable to serve, appropriate substitute shall be made by the Personnel Clerk.


R. M. Overdick, City Clerk.

I HEREBY CERTIFY, that the foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the Town of San Anselmo, held on the 9th day of August, 1949, by the following vote:

AYES:

COUNCILMEN: - MILLER ALLEN
LOVE-SMITH

NOES:

COUNCILMEN: BOOTH

Absent:

COUNCILMEN: NONE



"NOTICE OF CIVIL SERVICE EXAMINATIONS"

NOTICE IS HEREBY GIVEN, that on Saturday, 24 Sept, 1949, the Town of San Anselmo will conduct examinations for an eligible list for the position of Special Duty Clerk and Relief Officer in the Department of Police in the Classified Service of the Town of San Anselmo as provided for in Ordinance No. 244 of said Town, as follows, to wit:

SPECIAL DUTY CLERK, part time, and RELIEF OFFICER, part time, starting salary as per Classification Schedule 14, Bracket "A" of Town of San Anselmo Job Classification and Pay Plan, \$225.00 Per Month.

DUTIES AND HOURS OF EMPLOYMENT: To work broken hours and watches with a maximum of forty four hours per week as part time clerical duties and part time relief officer, such duties to be: Receive incoming telephone and radio emergency calls; dispatch necessary personnel and equipment in answer to such calls and as other occasions may require; make written reports of police activities in connection therewith; maintain police case card and index files; keep an accurate statistical record and make regular reports to state and federal agencies; take oral dictation and write communications with respect to police activities and functions; receive personal complaints from persons calling at the police department; to perform certain other duties in connection with the keeping of records for the Chief of the Fire Department, and to further perform all the duties of a regular police officer while serving in the capacity of a relief officer.

QUALIFICATION REQUIREMENTS: examinations are open to all male applicants who are strong, active, physically sound, in good health, of good appearance, character and habits and who possess a minimum height of 5 feet 6 inches in stocking feet with weight in proportion to height, and who are citizens of the United States of America and residents of the County of Marin for a continuous period of one year immediately prior to the date of filing of their application, and who are graduates of an accredited High School or equivalent education (Diploma or other evidence of educational requirements must be produced at the time of filing application), and who have had one year experience in taking oral dictation and typing and one year experience in responsible work involving contact with the public in a wide variety of circumstances, and who have the ability to read and understand department policies, rules, laws and ordinances and to apply the information to specific cases, and who have the ability to analyze situations quickly and adopt an effective course of action, and who have a keen observation and the ability to remember names, faces, places and the details of incidents, and who have the ability to understand and follow written and oral instructions, and who have the ability to keep records and write clear and comprehensive reports of activities, and who have the ability to operate a vehicle and two-way radio.

SAID EXAMINATIONS, will be held at the City Hall, San Anselmo, Marin County, California, commencing at 1:00 o'clock P. M., Saturday 24 Sept., 1949, and shall be concluded upon such other dates as tests may require, and shall consist of the following parts and subjects, with weight of each part or subject, if any, set forth, as follows, to wit:

1. Written tests designed to test the ability and understanding to perform clerical duties, typing and oral dictation; to remember and follow written and oral instructions; observation and memory and general aptitude and ability 70
 2. Oral Examination 30
- Total Weights 100

Applicants must further pass medical examination and physical

1. Shall RICHARD E. LOVE be recalled from the office of member of the City Council?
2. If the recall of RICHARD E. LOVE prevails, shall the City Council fill the vacancy created thereby by appointment, or by calling a special election for that purpose?
3. Shall CECIL J. ALLEN be recalled from the office of member of the City Council?
4. If the recall of CECIL J. ALLEN prevails, shall the City Council fill the vacancy created thereby by appointment, or by calling a special election for that purpose?

There will be 10 voting precincts for the purpose of said special election, which said precincts shall be consolidations of the regular election precincts for holding State and County elections, and shall be as follows:

CONSOLIDATED VOTING PRECINCT "A"

Comprising State and County Precincts Nos. 213 and the polling place thereof shall be at Roofing Service & Supply 201 Red Hill Avenue at Sequoia Drive in the Town of San Anselmo;

CONSOLIDATED VOTING PRECINCT "B"

Comprising State and County Precincts Nos. 214 and 226 and the polling place thereof shall be at Red Hill School On Sir Francis Drake Boulevard between Sonoma and Los Angeles Ave. in the Town of San Anselmo;

CONSOLIDATED VOTING PRECINCT "C"

Comprising State and County Precincts Nos. 215 and the polling place thereof shall be at Fontana 316 Sir Francis Drake Boulevard in the Town of San Anselmo;

CONSOLIDATED VOTING PRECINCT "D"

Comprising State and County Precincts Nos. 211, 212 and 218 and the polling place thereof shall be at Wade Thomas School Kensington Road between Ross and Woodland Avenues in the Town of San Anselmo;

CONSOLIDATED VOTING PRECINCT "E"

Comprising State and County Precincts Nos. 216 and 219 and the polling place thereof shall be at Firzhenry Garage In rear of 54 San Rafael Avenue in the Town of San Anselmo;

CONSOLIDATED VOTING PRECINCT "F"

Comprising State and County Precincts Nos. 223, 224 and 228 and the polling place thereof shall be at