

RESOLUTION NO 615

CALLING AN EXAMINATION FOR THE POSITION OF DEPUTY, CLASSIFICATION 10, 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 #244 OF THE TOWN OF SAN ANSELMO.

WHEREAS, there is no list of qualified applicants for the position of deputy, Classification 10, 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 Louis Aquilino be appointed examiner for the written test to be held on the 21st day of November, 1953 and that Alice Leonessis and \_\_\_\_\_ be appointed oral examiners for the oral examination to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 1953.

Anita Gannon  
Anita Gannon, City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo City Council of the Town of San Anselmo on the 13th day of October 1953.

AYES COUNCILMEN: Smith, Skinner, Wadlewski, Cudworth

NOES COUNCILMEN: none

ABSENT: Hannigan

Anita Gannon  
Anita Gannon, City Clerk

NOTICE IS HEREBY GIVEN THAT ON November 21st 1953 the Town of San Anselmo will conduct examinations for eligible list for the Position of Deputy, Classification 10 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 10, RANGE C, STARTING SALARY \$215.00 PER MONTH

Examination is open to all female applicants over the age of 18 years of age at the time of filing application, who are citizens of the United States, residents of the Town of San Anselmo 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 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; payroll 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 21st day of November 1953 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 75
- 2. Oral Interview . . . . . Weight 25

APPLICANT MUST BE A HIGH SCHOOL GRADUATE -

Veteran's preference credit of five 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 the ~~6th~~ 11th day of November 1953 at 5:00 P.M.

Anita Gannon  
City Clerk