

RESOLUTION NO. 716

CALLING AN EXAMINATION FOR THE POSITION OF STENOGRAPHIC CLERK IN THE OFFICES OF THE CITY MANAGER, CITY CLERK, POLICE DEPARTMENT, TAX COLLECTOR AND CITY PLANNING COMMISSION, IN THE CLASSIFIED SERVICE OF THE CITY OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE CITY OF SAN ANSELMO, AS FOLLOWS, TO WIT:

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WHEREAS, there is no list of qualified applicants for the position of Stenographic Clerk, Classification 18 Step B in the offices of the City Manager, City Clerk, Police Department, Tax Collector and City Planning Commission, in the Classified Service of the City of San Anselmo as provided for in Ordinance No. 244 of the City of San Anselmo, and

WHEREAS, public interest, convenience and necessity require that such a list should be established,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of San Anselmo, that examination to create an eligible list for the above mentioned position in the Classified Service of the City 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 State Personnel Board be, and is hereby declared to be, the Examiner for the written tests to be held on the 17th day of August, 1957, and that State Personnel Board be, and is hereby declared to be, the Examiner for the oral examination, ~~to be held on the~~ 23rd day of August, 1957.

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 held at the City Hall, San Anselmo, on the 9th day of July, 1957.

AYES: COUNCILMEN Cullen, Denning, Smith
NOES: COUNCILMEN none
ABSENT: " Ball

Anita Gannon
Anita Gannon, City Clerk

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN that on August 17, 1957, 1957, the City of San Anselmo will conduct an examination to establish an eligible list for the position of Stenographic Clerk in the offices of the City Manager, City Clerk, Police Department, Tax Collector and City Planning Commission, in the Classified Service of the City of San Anselmo, as provided for in Ordinance No. 244 of the City of San Anselmo, as follows, to wit:

STENOGRAPHIC CLERK, FULL TIME, CLASSIFICATION 12, STEP B D, STARTING SALARY \$ 311.00 PER MONTH.

QUALIFICATION REQUIREMENTS: Examination is open to all female applicants over the age of 21 years at the time of filing application, who are citizens of the United States and residents of the County of Marin (the latter dating one year prior to the filing of application), and who are graduates of an accredited high school (Diploma or evidence of educational requirement must be produced at time of filing application) and have had at least two years' experience in a municipal or government office (full time, paid experience) performing stenographic and clerical duties. Applicants must be of good moral character and possess mental aptitude and physical fitness to perform the duties of the position applied for. Minimum of 110 w.p.m dictation, 50 w.p.m. typing.

DISTINGUISHING CHARACTERISTICS: The tasks performed by the incumbent of this position require initiative, accuracy, a capacity for detail work, ability to handle highly confidential matters, act as a coordinator between various municipal offices and the public served by them, make decisions in the absence of superiors, develop clerical procedures, compose letters, take technical and intricate dictation, work under pressure of police work emergencies, ability to work with others, and requires a working knowledge of all City ordinances.

TYPICAL TASKS: Dictation and typing in relation to all phases of work administered by the various departments of the office, receiving and dispatching radio messages, conforming to established procedures for correspondence, reports and filing, taking complaints made by telephone and in person, posting card records, interviewing applicants for business licenses and for hearings set for City Planning Commission, opening and distributing mail, accepting payments and issuing receipts, and answering general information inquiries.

Said examination will be held on the 17th day of August, 1957, at the City Hall, San Anselmo, and will consist of the following:

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| 1. Written test designed to determine ability and aptitude to perform duties of the position stated above, and will include arithmetic, grammatical correctness and general intelligence questions. Shorthand and typing tests. | Weight | 75 |
| 2. Oral Interview. | Weight | 25 |
| | | 100 |

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 2nd day of August, 1957, at 5:00 P.M.

Anita Gannon
Anita Gannon, City Clerk