

CALLING EXAMINATION FOR ELIGIBLE LIST FOR THE POSITION OF POLICE CLERK-DISPATCHER, RANGE 14, STEP A, IN THE CLASSIFIED SERVICE OF THE CITY OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244, OF THE CITY OF SAN ANSELMO.

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WHEREAS, there is no list of qualified applicants for the position of Police Clerk-Dispatcher in the Classified Service of the City of San Anselmo, and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Anselmo that examinations 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."

Sheet entitled "NOTICE OF CIVIL SERVICE EXAMINATION" attached hereto and made a part thereof.

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 City of San Anselmo on the 11th day of November, 1958, by the following vote:

- AYES: COUNCILMEN *Martinelli, Little, Tranchesi, Smith*
- NOES: COUNCILMEN *Booth*
- ABSENT: COUNCILMEN *none*

Anita Gannon
Anita Gannon, City Clerk

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN THAT the City of San Anselmo will conduct an examination for an eligible list for the Department of Police in the Classified Service of the City of San Anselmo, as follows, to wit:

POLICE CLERK-DISPATCHER, FULL TIME, CLASSIFICATION 14,
STEP A, STARTING SALARY \$341.00 PER MONTH.

EXAMPLES OF DUTIES:

Under general supervision, to be responsible for the processing and maintenance of police department records and files; to supervise and assist in the compilation of reports reflecting departmental activities; to receive and disseminate information related to Police Department activities at the counter or by telephone or radio transmitter; and to do related work as required.

A position in this class is assigned duties which require the exercise of initiative and independent judgment. Duties must be performed without immediate advice and assistance from a superior. The duties assigned require a technical knowledge of some phases of police work, such as maintaining specialized police files and classifying crime reports.

MINIMUM QUALIFICATIONS:

1. Male applicants only, who must be at least 21 years of age as of the filing deadline.
2. All applicants must pass a medical examination given by a regularly licensed physician designated by the City.
3. Two years of general clerical or law-enforcement experience.
4. Education equivalent to completion of the twelfth grade.
5. Residence within the city is not required.
6. Applicants must, at date of filing application, be citizens of the United States.
7. Ability to operate a typewriter.

SAID EXAMINATION will consist of the following parts and subjects, with weight of each part or subject, if any, set forth, as follows, to wit:

- | | |
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| Part 1. Applicants must satisfactorily pass a typing test of 25 words per minute. | |
| Part 2. A written test. | Weight 75% |
| Part 3. An oral interview. | Weight 25% |
| | TOTAL 100% |

A passing grade of 70% is required in each part of the examination.

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

Applications for the above examination must be filed at the San Anselmo City Hall in the City Manager's Office on or before 5:00 P.M. on December 17, 1958.

Anita Gannon, City Clerk