

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 17-007 LIBRARY CLERK

VACANCIES: At present, one vacancy exists with the Village of Clayton

This list may be used to fill future vacancies, as they occur, in municipal offices, in various school districts in Jefferson County and with Jefferson Community College.

SALARY: \$9.75 - \$11.00 Village of Clayton

For information on vacancies or salaries in a particular school district, contact the Board of Education of the school district and for municipalities; contact the Town or Village Clerk.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: September 8, 2017

EXAMINATION DATE: October 28, 2017

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test. Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

EXAMPLES OF WORK: (illustrative only)

Serves at the circulation desk issuing, renewing and receiving library materials;
Shelves magazines, books and inspects shelves to maintain proper catalog order;
Processes new books by preparing call numbers, catalog cards, shelf list, pockets, book cards and jackets;
Files catalog cards, overdue notices, magazines, shelf list cards, supply catalogs and other materials;
Issues borrowers identification card according to established procedures;
Processes overdue books by calling patrons, sending reminders, bills, etc.;
Takes reserve orders from patrons via telephone and in person;
Serves as primary media services contact for library patrons and processes requests for multi-media services;
Processes purchasing request for the multi-media center;
Operates media equipment such as projectors, audio recorders, video records, etc.;
Develops and maintains a database of booklets, catalogs and other resource material;
Packs and unpacks media materials;
Enters and retrieves information using a computer terminal and standard catalog card file;
Receives, checks and catalogs library materials such as periodicals, books and audio-visual material;
Issues audio-visual equipment for use in the library;
May type cards, lists, labels, etc., not requiring skilled typing;
Assists patrons in utilizing Library search methods and helps patrons locate materials;
May assist Librarian in preparing displays to promote reading activities;
Prepares a variety of related reports and records.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Alphabetizing - These questions test your ability to file material in alphabetical order.

Clerical Operations with Letters and Numbers - These questions test your skills and abilities in clerical operations involving comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

NOTE: Copies of the publication “*How to Take a Written Test*” and “*Guide to Taking the Written Test for Entry-Level Clerical Series*” may be downloaded from the NYS Department of Civil Service website (<http://www.cs.state.ny.us/testing/localtestguides.cfm>).

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **The use of calculators is RECOMMENDED for this exam.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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