



# Department of Human Resources

Continuous Recruitment and Training & Experience Exam Announcement

Please Post Conspicuously

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Director

## Librarian I

Application Fee:	<b>\$15.00</b>
Examination Date:	<b>Applications are accepted for this title on a continuous basis</b>
Salary:	<b>Varies by Jurisdiction</b>
Employment Opportunities:	<b>For future vacancies in various villages and towns throughout Monroe County</b>

### Minimum Qualifications:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Library Science.

### Special Requirement:

Possession of a New York State Public Librarian's professional certificate at time of appointment. Application forms for the Public Librarian professional certificate may be obtained by writing to:

Library Development  
New York State Education Department  
99 Washington Avenue  
Albany, New York 12230

### Residency Requirement:

There is no residency requirement for participating in this examination.

### Fees:

- A \$15.00 Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.
- Make check or money order payable to: Monroe County Director of Finance
- Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

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## Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or Certified Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

## Description of Duties:

This is an entry-level position for library school graduates which involves learning professional duties by performing specific applications of professional level duties. Instructions may be issued at the beginning of each new assignment. The employee reports directly to and works under the direct supervision of a professional librarian. More difficult work is assigned as their experience in the field broadens. Direct supervision may be exercised over clerks, aides, pages or volunteers.

## Scope of Examination:

The examination will consist of an evaluation of education (training) and experience. There will be no written, oral, or performance test. Candidates are required to complete an application, submit an application fee, unless waived, and complete a Training and Experience Questionnaire. The questionnaire will be mailed to candidates upon receipt of an application and application fee.

All candidates meeting the minimum qualifications will have their education and experience rated against the general background of the position.

When filling out the questionnaire, be as detailed, concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor. Additional information concerning your training and experience will not be accepted after the application has been rated.

In your summary of education and training, show all relevant, formal college-level course work including name and address of the institution, dates of attendance, major field of study, number of semester hours completed, and degrees or certificates received, if appropriate. Show relevant institutes, seminars, conferences or symposiums in which you have participated, including dates of attendance, hours of training received, and certificates received, if any. Credit will be given only for training completed after initial date of licensure and also completed within the last five (5) years.

In order to obtain credit for continuing education, you must establish a pattern of activity, which is designed to help maintain your skills and keep abreast of the field. Education and training which is part of the minimum qualifications cannot be credited as continuing education. Indicate your affiliation, if any, with professional organizations, in the field.

For each relevant position you have held, list the name and address of your employer, name and title of your supervisor, your title and final annual salary, the dates of your employment (including month and years), your main duties and responsibilities and your reason for leaving. You should also indicate whether the position was full or part-time and include the number of hours worked per week. Volunteer work must be documented.

## Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application and questionnaire. The resume is a supplement to the application and questionnaire, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of

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supervisor, average number of hours in the work week, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

No supplemental material will be accepted after your application/questionnaire has been rated. Experience gained through a provisional appointment cannot be used to meet the minimum qualifications.

### **Applications:**

Applications may be obtained at the address or web-site indicated at the bottom of this page.

**Weight:** Evaluation of Education and Experience 100%

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 examination.

### **Eligible List:**

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidate scores from the different testing dates will be inter-filed. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

### **Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

### **Special Requirement for Appointment in School Districts and BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

### **Appeals Process:**

In accordance with Rule XII, Section 4b of the Rules of the Monroe County Civil Service Commission, a candidate may request within the period of ten (10) days after the date of the postmark of notification of final rating, a post rating review of the scoring of test papers with an opportunity to file an appeal objecting to determinations leading to the final rating and present reasons for the objections.

### **Applications for Re-testing:**

Candidates may apply for re-testing six (6) months from the date they previously submitted their applications.

### **Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed with the application.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

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### **Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Reissue Date:** February 25, 2004