TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Library Clerk

EXAM NO: 21800

SALARY: Depends upon Location

EXAM DATE: 02/08/16

ISSUE DATE: 10/20/15

THE FINAL DATE TO FILE APPLICATIONS: 01/22/16

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/08/16

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and maintain residency throughout the life of the eligible list. The eligible list 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 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND-HELD CALCULATOR IS ALLOWED FOR THIS EXAM.

LOCATION OF POSITIONS/VACANCIES:

The eligible list resulting from this continuous recruitment examination may be used to fill all full-time and part-time vacancies (and may be used to fill temporary vacancies) in the title of Library Clerk that may occur in any of the various County departments, TC-3, the Tompkins County Public Library, and the Towns, Villages, School Districts, and Special Districts within Tompkins County's jurisdiction.

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -

(a) Graduation from high school or possession of a high school equivalency diploma; **OR**

(b) Two years of clerical experience; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a class of positions involving the performance of routine and standardized clerical tasks. Although detailed instructions are given for new assignments, and practices are rather definitely fixed, employees must be able to exercise independent judgment in applying them to specific cases. In some libraries, Library Clerks use computer terminals in the performance of the duties. This use is limited to the input or retrieval of information and does not involve data processing or computer programming. (The use, or

non-use, of the computer terminals does not affect the essential nature of this class, which is the performance of routine library-clerical duties.) The work *may* be reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by requiring cross-checking by clerks. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative. Activities are not necessarily limited to this list)

Issues, renews and receives library materials;
Receives, check in and sorts returned materials:
Shelves returned materials;
Works with volunteers assigned to area
Opens, sorts and collates library materials;
Pastes book plates, pockets and date slips in books;
Adds marks of ownership to books and other materials;
Shellacs, reinforces, repairs, cleans, and puts covers on library materials;
Sorts and files book cards, microfilm, microfiche, invoices and other materials;
Returns materials to publishers and dealers;
Letters and labels library materials;
Sets up registration or circulation desk;
Inspects audio-visual materials;
Counts and records statistics;
Receives and records money;
Issues overdue notices;
Requests inter-library loans and fills inter-library loan requests;
Types forms, cards, labels and other materials not requiring a proficient typist;
Gives directional information to readers;
Assists in taking inventories.

FOR TOMPKINS COUNTY PUBLIC LIBRARY ONLY:

May pick up and deliver books and other library materials to reading centers.
May assist in routine downloading of ebooks to devices; checked devices out via circulation system to patrons and checks devices upon return; places devices in charging carts; refers more complex technology problems to supervisors.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to understand and follow simple oral and written directions;
Interpersonal and communication skills and ability to work with a diverse population at a busy public services desk;
Ability to write legibly;
Ability to work with automated systems via computers and automated selfcheck machines in the performance of the duties;
Clerical aptitude;
Mental alertness; neatness of appearance; tact and courtesy; physical condition commensurate with the position.

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SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

ALPHABETIZING:

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

RECORDKEEPING:

These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more “sets” of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation

of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

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.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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 or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â“

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850