

CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR LIBRARIAN I

Clinton County is an ADA, EOE Employer

For further information on announced exams:

Call our Exam Line: 565-4455

Visit our website: clintoncountygov.com

Contact: Clinton Co. Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901 (Telephone 565-4676)

CONTINUOUS RECRUITMENT EXAM

Examination No.: #80-601

At the time of application, the Clinton County Department of Personnel must receive a \$12.50 filing fee (check or money order made payable to the Clinton County Treasurer).

SALARY RANGE: Dependent upon location

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur in Clinton County departments, towns, villages, school districts and the City of Plattsburgh.

RESIDENCY: Residency has been waived for this examination. Appointing authorities may give preference for appointments to residents of Clinton County who have been so for at least thirty (30) days immediately preceding the date of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of examination.

- a) Possession of a Master's Degree in Library Science from a college, university or a library school accredited by the American Library Association or registered by the New York State Education Department; **and**
- b) Possession of a New York State Public Librarian's Professional Certificate.*

* Possession of a valid New York State Public Librarian's Provisional certificate issued prior to January 1, 1977, will be accepted as qualifying.

- **Provide a copy of your college transcript indicating your date of graduation, degree and major to verify possession of a Master's Degree in Library Science.**
- **Provide a copy of your NYS Public Librarian's Professional Certificate (or NYS Public Librarian's Provisional Certificate if prior to 1977) to verify possession.**

*Application forms for the Public Librarian Professional Certificate may be obtained by writing to New York State Library Development Office, 10B41 CEC, Empire State Plaza, Albany, NY 12230.

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning professional library position involving responsibility for specific application of professional training in the performance of duties. This position requires a strong commitment to excellence in public service. The work is performed under the direct supervision of professional librarians in higher level positions. Supervision is available for instructions on all new assignments. The incumbent is assigned work progressively more difficult as experience in the field broadens. Supervision may be exercised over clerical personnel and volunteers. The incumbent does related work as required.

SUBJECTS OF EXAMINATION: There is no written or oral test for this examination. The training and experience of candidates is evaluated against the background of the position. You must first fill out an application and return it to the Department of Personnel. If you meet the minimum qualifications we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return it to the Department of Personnel by the date specified. It is essential that you give complete and accurate information on the application form and on the subsequent questionnaire. You must also provide documentation to verify your educational information. You will not receive credit for missing, vague or inaccurate information.

PLEASE NOTE: To receive credit for additional education, attach a copy of your college transcript indicating the completion of courses and a course description to show the relationship of the course to your field. You must submit all training/education documentation with your questionnaire. WE CANNOT ACCEPT ANY INFORMATION AFTER WE RATE YOUR QUESTIONNAIRE.

Professional Training in Library Science: The questionnaire requires you to provide information on all courses you claim for credit in the categories of “Breadth of Professional Training in Library Science” and “Breadth of Non-Library Science Education”. The following five subcategories will be used to evaluate your “Breadth of Professional Training in Library Science”: 1. Non-Book Studies; 2. Electronic Data Processing Studies; 3. Management/Administrative Studies; 4. Special Population Reader Services Studies; and 5. Bibliographic and Reference Services Studies.

ELIGIBLE LIST: If you pass the training and experience examination, your name will be placed on the eligible list for Librarian I for two years. After two years, your name will be removed from the list. You may apply for retest at six-month intervals.

APPLICATION FEE: A filing fee of \$12.50 is required for each separate examination for which you apply. The required fee must accompany your application. Your check or money order must be made payable to the Clinton County Treasurer and have the examination number(s) on it. **WE WILL NOT ACCEPT CASH.** Since no refunds will be made, you are urged to compare your qualifications carefully with the minimum qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. The application fee will not be refunded if your application is disapproved.

Individuals receiving public assistance (Home Relief or Aid to Dependent Children) from a State or local Social Services Agency or Supplemental Social Security (SSI) payments can request waiver of the application fee. Attach written verification of eligibility from the agency from which you receive assistance to your application(s). This verification must include the name of the agency from which you are receiving public assistance or SSI, the type of assistance being received and the case number you have been assigned. The verification must also include effective dates of assistance or SSI payments and be signed and dated by the proper authority.

If requesting a fee waiver as unemployed and primarily responsible for the support of a household, you must submit a signed written statement indicating that you are the primary support of a household which includes the name and address of the last place of employment; date employment ended; names, relationship and income of others within the household; and whether or not unemployment insurance is being received. An updated verification must be submitted with each application. Such waiver is subject to verification and if not supported by appropriate documentation, are grounds for requiring submission of the \$12.50 application fee.

If you submit a personal check for payment of the application fee, and the check is returned by the bank for insufficient funds after your application has been rated, your name may be removed from the eligible list.

(Revised 11/08)

GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than 5 o'clock p.m. on the closing date. **BE SURE YOU ANSWER EVERY QUESTION** before filing your application. **AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. The Clinton County Dept. of Personnel will notify you by admittance letter when and where to appear for the exam. If you fail to receive an admission letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.
3. Restrictions on employment may exist for candidates who are under 18 years of age.
4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.
5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.
6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.
7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.
8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 2 years unless exhausted prior to that date. The Personnel Director may extend lists not to exceed 4 years.
9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.
10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.
11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.
12. **USE OF CALCULATORS:** Unless otherwise notified, 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 or other reference materials.
13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.
14. **EDUCATIONAL LOANS:** Section 50-b of Civil Service Law requires that Civil Service exam applications contain a question asking applicants if they have any loan made or guaranteed by the NYS Higher Education Services Corporation currently outstanding, and if so, whether or not the applicant is presently in default on any such loan. The Clinton County Dept. of Personnel is required to transmit to the Higher Education Services Corporation, prior to the exam date, the name and address of any applicant who answers either or both of these questions affirmatively.
15. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.
16. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. In the event that we cannot hold an exam due to extreme weather conditions, we will announce cancellation on the morning of the scheduled exam. Please call our office at 565-4676 for a recorded message or listen to WIRY Radio or WPTZ TV.
17. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.
18. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.
19. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
20. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.
21. Clinton County Dept. of Personnel reserves the right to terminate this special requirement program at any time and reestablish a program of periodic testing for this title.
22. Clinton County is in compliance with ADA requirements.