

LIBRARY ASSISTANT (OC)
NYS #61-501 RC/EL #19102

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Last date to file for Training and Experience Rating is **May 1, 2019**

VACANCIES: Two in the Piermont Public Library and one each in the Finkelstein Memorial Library, the Pearl River Public Library and the Sloatsburg Public Library. The Finkelstein Memorial Library, Pearl River Public Library and the Sloatsburg Public Library may not be filling the vacancies at this time.

POSITIONS EXIST IN: The Finkelstein Memorial Library, the Nanuet Public Library, the Piermont Public Library, Sloatsburg Public Library and Pearl River Public Library.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$45,773.00 annually for a 35-hour-work-week with the Finkelstein Memorial Library. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is work that involves the performance of paraprofessional librarian duties. Incumbent must work independently within prescribed responsibilities. The work is performed under the general supervision of a librarian. Supervision may be exercised over Pages. Does related work as required.

MINIMUM QUALIFICATIONS: By the last date to file, you must have:

1. A Bachelor's degree; or
2. An Associate's degree and three years of paid work experience performing library clerk or library clerk typist duties.

(Official college transcripts must be sent directly from the school to our department no later than June 1, 2019.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Rockland County Department of Personnel on or before the last filing date of **May 1, 2019**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receipt of your approval letter. Our office will then make arrangements to have you use one of the Rockland County Department of Personnel computers.

The Training and Experience Questionnaire will be available on June 1, 2019 and approved candidates will be required to complete and submit this questionnaire between June 1, 2019 and midnight, June 30, 2019.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **May 1, 2019**.

Candidates who fail to submit a completed questionnaire by midnight, **June 30, 2019**, will not receive a rating.

NOTE: A resume does not substitute for the completed application but may supplement the application. Month and year as well as hours per week of employment must be indicated. Additional information **will not** be accepted after application has been evaluated.

Date Issued: 4/10/19