



LIBRARY CLERK-TYPIST I (OC)
NYS #66-801 RC/EL #24118

Examination to be held **May 4, 2024**; Last filing date **March 25, 2024**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: Finkelstein Memorial Library, Haverstraw King's Daughters Public Library, Nanuet Public Library, Pearl River Public Library, East Ramapo Central School District, Nanuet Union Free School District, Nyack Public Schools, and Pearl River School District.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

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

SALARY: The starting salary is \$23.17 per hour for a 33.75-hour workweek with the Pearl River School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is specialized clerical work which involves providing support to the library staff in the efficient operation of the library. This includes assisting patrons with locating and checking out materials, organizing and shelving books, maintaining library records, performing circulation activities, and ensuring a welcoming and orderly library environment. The clerical duties of this position require an understanding of library terminology, application of library practices, principles and services, carrying out assignments independently and the use of judgment in handling a variety of clerical duties. The work differs from Library Clerk I in that this position requires a skilled typist. The work is performed in accordance with prescribed procedure under the supervision of a professional librarian or higher-level clerical employee. Work direction (e.g., lead work) may be exercised over lower-level clerical employees. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for the one (1) year of general clerical experience on the basis of thirty (30) college credits per year of experience.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, May 25, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SEE NEXT PAGE

LIBRARY CLERK-TYPIST I (OC) #66-801 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

- 1. Fundamentals of Working in a Library – These questions are designed to evaluate the candidate's knowledge about the common terms and concepts used in various sections of a library (e.g. Circulation, Reference, Technical Processing, etc.); the procedures associated with shelving, storing, checking out and receiving library materials; and the proper methods of using equipment commonly found in a library and of handling, processing and storing library materials.
- 2. Name and Number Checking – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
- 3. Customer Service – These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

TYPING PERFORMANCE ASSESSMENT

The Rockland County Department of Personnel has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination **WILL BE REQUIRED** to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request, by letter to the Commissioner of Personnel, that their name be reinstated to the eligible list. Please be aware that the Appointing Authorities may, at their discretion, administer a performance test prior to selecting a candidate for appointment.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 02/23/2024