



LIBRARY ASSISTANT (OC)
NYS #60032840 RC/EL #25148010

Last date to file for Training and Experience Rating is: **June 6, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://www.rocklandcountyny.gov/departments/personnel/job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Finkelstein Memorial Library, Nanuet Public Library, Pearl River Public Library, Piermont Public Library and Sloatsburg Public Library.

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 the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$57,199 annually for a 35-hour workweek with Finkelstein Memorial Library. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is work that involves a responsibility for performing paraprofessional librarian duties or specialized non-librarian duties in support of the accredited library staff. The incumbent is expected to work independently while adhering to established procedures. The work is performed under the general supervision of a librarian and supervision may be exercised over Pages and volunteers. 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: At the time of application submission, you must have:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and three (3) years of paid work experience performing clerical, technical or administrative duties in a library setting; or
2. A Bachelor's degree or higher.

TRANSCRIPTS:

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 ten (10) days after the last filing date; 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>.

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the last filing 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.

SUBJECT OF WRITTEN 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 **June 6, 2025**. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. The Training and Experience Questionnaire will be available on **July 1, 2025**, and approved candidates will be required to complete and submit this questionnaire between **July 1, 2025**, and 11:59 PM EST, **July 31, 2025**.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of June 6, 2025.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **July 31, 2025**, will not receive a rating.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 05/06/2025