

AUDIO VISUAL AIDE (OC)
RC/EL #18067

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.

Examination to be held **May 5, 2018**; Last filing date **March 30, 2018**

VACANCY: The eligible list resulting from this examination may be used to fill future vacancies in the Finkelstein Memorial Library

POSITION EXISTS IN: The Finkelstein Memorial Library.

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

SALARY: The starting salary is \$37,674.00 annually for a 35-hour-work-week with the Finkelstein Memorial Library.

WHAT THE JOB IS LIKE: This is beginning level record-keeping work of a routine nature performed in accordance with prescribed procedures involving responsibility in the scheduling of audio visual equipment and the keeping of records concerning their use, inventory and contract repairs. The work also involves inspection and routine maintenance of audio visual equipment. Supervision is received from higher level audio visual or administrative personnel. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma.

NOTES:

1. Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.
2. Possession of a valid driver's license may be required.

SUBJECT OF WRITTEN EXAMINATION:

1. Alphabetizing – These questions test your ability to file material in alphabetical order.
2. Record keeping – 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.
3. 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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: “A Guide to the Written Test for the Entry-Level Clerical/Steno/Typist Series” is available at the New York State Department of Civil Service website: www.cs.ny.gov/testing/localtestguides.cfm or the Rockland County website: www.rocklandgov.com. If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

SPECIAL NOTE: If you are interested in taking other tests being held on the same day, you must submit a SEPARATE application for each test. A \$15.00 non-refundable application filing fee is required for each separately numbered examination for which you apply.