

**Albany Municipal Civil Service Commission
City Hall Room 301
Albany, New York 12207
Telephone: (518) 434-5049**

PLEASE POST CONSPICUOUSLY

**LIBRARY CLERK, EXAM #10-418
CONTINUOUS RECRUITMENT EXAMINATION**

**APPLICATIONS ACCEPTED CONTINUOUSLY AND EXAMINATIONS HELD BY APPOINTMENT
CANDIDATES WILL BE OFFERED THE OPPORTUNITY FOR TESTING IN THE ORDER IN
WHICH THEIR APPLICATIONS ARE SUBMITTED**

Candidate eligibility begins when the name is placed on the list and continues for one (1) year. Successful candidates' names will be inter-filed on the Eligible List in the order of the final score, regardless of the date the examination was taken.

FILING FEE: \$20.00 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and last four (4) digits of your social security number on the check.*

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

VACANCY: Resulting eligible list to be used to fill vacancies in the Albany Public Library.

SALARY: Part-Time: \$13.95/hour
Full- Time: \$27,196/year

DUTIES OF THE POSITION: Under supervision, an incumbent in this class performs routine clerical library work at the Albany Public Library. Work is primarily routine in nature and involves standard clerical tasks in support of the operation of the library. Work involves using automated office systems. Supervision is not a requirement of this position.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications by the date of the examination. Possession of a high school or equivalency diploma and either:

- A) One (1) year of general clerical experience after graduation; **OR**
- (B) Six (6) months of customer service or retail experience; **OR**
- (C) Satisfactory completion of 30 credits* at a recognized college or business school; **OR**
- (D) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (C) above.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

GENERAL INSTRUCTIONS TO APPLICANTS

#1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

#2 APPLICATION FORMS:

Forms can be obtained by visiting the:
Civil Service Commission
City Hall Room 301
Albany, New York 12207
Phone: (518) 434-5049
<http://www.albanyny.gov>

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

#3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

#4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

#5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean

that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

If special arrangements for testing are required, indicate this on your application form.

#7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

#8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

#9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

#10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**FILE YOUR APPLICATION IMMEDIATELY
AN EQUAL OPPORTUNITY EMPLOYER**

RESIDENCY REQUIREMENTS

Residency requirements have been suspended for this examination due to recruitment difficulties.

***When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

SCOPE OF THE EXAMINATION

THE TEST MAY BE IN WRITTEN FORM OR IT MAY BE ADMINISTERED ON A PERSONAL COMPUTER (PC). THE TYPE OF TEST WILL BE STATED ON THE ADMITTANCE NOTICE.

There will be a PC-Administered or written test that includes the following sections:

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.

STUDY GUIDE:

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The NYS Department of Civil Service is making a copy of this test guide and other related information available on its web site at <http://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this test guide can be obtained at the City of Albany Municipal Civil Service Office or at the City of Albany website: <http://www.albanyny.gov>.

NOTE: It is **RECOMMENDED** that calculators be used 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 or any similar devices are prohibited. **YOU MAY NOT BRING HIGHLIGHTERS, PENS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

CROSS-FILER STATEMENT: If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

TERMINATION OF THE PROGRAM: The Albany Municipal Civil Service Commission reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee**

Waiver and Certification” forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207