



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR LIBRARY ASSISTANT #62771

Type of Appointment/Position Status/Classification:	Permanent/Part Time/ Competitive	Rate of Pay/Salary:	\$15.00
Location:	Penn Yan Public Library		
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	Exam Date:	April 25, 2020
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	September 15, 2020	Application Deadline:	October 6, 2020

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs all aspects of integrated library system operation, assists with database management and writing of documents;
 Assists Librarian in providing reference service, providing directional assistance to commonly used materials;
 Performs a triage function, funneling reference questions requiring interpretation to the Librarian;
 Assists Librarian with administrative functions including but not limited to patron relations, collection management, human resources, staff training and record keeping.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good attention to detail and ability to follow procedures consistently;
 Good knowledge of, writing and public relations skills;
 Working knowledge of basic computer systems procedures, e.g. start-up, database and spreadsheet applications;
 Ability to recognize the titles of and retrieve basic reference sources as requested by patrons;
 Ability to do library research at a user level;
 Ability to operate and maintain audio-visual equipment;
 Ability to express ideas clearly and accurately both orally and in writing;
 Ability to read and comprehend written material;
 Ability to carry out assignments independently;
 Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

CIVIL SERVICE EXAMINATION FEE (\$17.00 CASH, CHECK OR MONEY ORDER TO BE SUBMITTED WITH APPLICATION). As no refunds will be made, you are urged to compare your qualifications carefully with the requirements.

Scope of the 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 **Yates County Personnel Office** on or before the last filing date of **October 6, 2020**.

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 October 1, 2020, and approved candidates will be required to complete and submit this questionnaire between October 1, 2020 and midnight October 31, 2020. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 6, 2020**.

Candidates who fail to submit a questionnaire by midnight, **October 31, 2020**, will not receive a rating.

APPLICATION SUBMISSION PROCESS:

Applications may be submitted by using one of the following methods:

1. Online: <https://mycivilservice.yatescounty.org/>
2. E-Mail: personnel@yatescounty.org
3. Fax: 315-536-5118
4. In-person: Yates County Personnel Office
5. Mail: Personnel Office
417 Liberty Street
Penn Yan, NY 14527

Blank applications can be found by going online to <https://mycivilservice.yatescounty.org/> or in-person at the Personnel Office.