



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 CLERK #YC-15

<b>Type of Appointment/Position Status/Classification:</b>	Permanent/Full Time/ Competitive	<b>Rate of Pay/Salary:</b>	\$11.80
<b>Location:</b>	Penn Yan Public Library	<b>Calculator:</b>	The use of a calculator is <b>Recommended</b> .
<b>Vacancies:</b>	The resulting eligible list will be used to fill future vacancies which may occur.	<b>Exam Date:</b>	Continuous Recruitment
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	September 15, 2020	<b>Application Deadline:</b>	Continuous Recruitment.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Depending on location, work is performed under direct supervision of the School Principal or other administrator or higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists students and staff in locating and using library materials;  
 Assists students and staff with audio-visual and other media materials;  
 Arranges or files materials according to library filing rules;  
 Performs routine searches of and updates computer records;  
 Issues borrowers cards according to library procedures;  
 Performs routine circulation, reserve and overdue functions;  
 Makes and checks routine arithmetic computations;  
 Operates office machinery such as photocopiers, fax machines or computers;  
 Answers the telephone and takes messages;  
 Calls patrons to deliver messages or information on library materials;  
 Types card, lists, labels, or short entries on forms;  
 Performs other duties as assigned.

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

Working knowledge of office terminology, procedures and equipment as applied to library clerical work;  
 Working knowledge of business arithmetic;  
 Working knowledge of library filing and shelving rules;  
 Ability to understand and follow oral and written instructions;  
 Ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer;  
 Tact and courtesy in dealing with students, staff and the public;  
 Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; OR
- b) Two years of clerical experience.

**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.**

## **Subject of Examination**

Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in operations involving alphabetizing, 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.
2. ARITHMETIC COMPUTATION WITH CALCULATOR: These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
3. ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions. You should bring with you a hand-held battery- or solarpowered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

**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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>**

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

## **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](mailto: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.

