

**The Town of Colonie Personnel Officer Announces  
Open-Competitive Civil Service Examination  
For  
Library Assistant – Grade 12**



EXAMINATION NO: 67-597

LAST FILING DATE: January 30, 2012-Applications

SALARY: Entry: \$49,603  
Top: \$55,114  
Part-time hourly: \$27.25

EXAMINATION DATE: March 30, 2012-Submission  
of Questionnaire\*

APPLICATION FEE: A non-refundable processing fee of \$50.00 (fifty dollars) is required, and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Library Assistant as they occur in the William K. Sanford Town Library. Currently there is one vacancy.

DESCRIPTION OF POSITION: The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. Incumbents provide information services, and may perform the full range of duties or concentrate in one area i.e. childrens or adults, depending on the needs of the library. The work is performed under the general supervision of a Librarian. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four year college with a baccalaureate degree.

RESIDENCY: Applicants must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

**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 **Town of Colonie Civil Service Department** on or before the last filing date of **January 30, 2012** .

*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 March 1, 2012 and approved candidates will be required to complete and submit this questionnaire between March 1, 2012 and midnight, March 30, 2012.** NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **January 30, 2012**.

Candidates who fail to submit a questionnaire by midnight, March 30, 2012, will not receive a rating.

**SEE 'GENERAL INSTRUCTIONS'**

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall (534 Loudon Road), PO Box 508, Newtonville, NY 12128-0508 Telephone 783-2721 - OR via the internet at [www.colonie.org](http://www.colonie.org) (Town Employment/Civil Service) where applications can be downloaded from the web site.

SPECIAL NOTE: This Training and Experience Questionnaire is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of this examination will apply to this test.

Michael M. Burick  
Personnel Officer  
Town of Colonie  
January 3, 2012

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## GENERAL INSTRUCTIONS

**Fees:** Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. Enclose a non-refundable check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order. In the event you are disqualified, decide you didn't want to apply for that test, you do not take the test(s), or are not successful on the examination, the fee is non-refundable and therefore will not be returned. **YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.**

**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" (in our office) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.** (Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

**PARTIAL FEE WAIVER:** Incumbent permanent Town of Colonie employees with more than one full year, or equivalent part-time service, may request waiver of the fee except for \$5.00 (five dollars). Provisional employees are required to pay the complete fee.

- 1) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.
- 2) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.
- 3) Investigation may be made as to character and ability and all statements made by applicants are subject to verification.
- 4) Falsification of any part of the application for employment or examination will result in disqualification and possible legal action.
- 5) Veterans, disabled Veterans, or \*active duty members of the Armed Forces, desiring to claim additional credit must make application for such additional credit in their applications. They will be allowed the option of waiving these credits after the completion of the examination. \*Special notice to active duty members of the Armed Forces – beginning 1/1/98 the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.  
5a) If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.
- 6) Police Officer or Firefighter Survivor Credits: Per Section 85-a of 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 exam for which they qualify for original appointment in the same municipality in which his/her parent has served. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
- 7) Accepted candidates will be notified when and where to appear for examination. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application.
- 8) Call this office if you do not receive a notice within three days of the date of the examination. Notice to appear for the test will be conditional, since final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice. Have your Social Security card (if you have one) and your Driver's License available at the exam center.
- 9) The duration of the eligible lists shall be fixed for not less than one nor more than four years. Note: The duration of eligible lists established as a result of continuous recruitment exams will be one year only.
- 10) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.
- 11) You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

- 12) CHANGE OF ADDRESS: Failure to notify the Personnel Officer of a change of address may result in disqualification for examination or certification for appointment following examination. When writing, give the number and title of examination(s) you have applied for. **Failure to do so may delay correspondence and affect recruitment opportunity.**

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- 13) Religious Accommodations – Persons with a Disability – Military Members: If special arrangements for testing are required, indicate this on your application form.
- 14) Applications must be filed in the Civil Service Department no later than 4:30PM on the last filing date as noted above – or post-marked no later than one day prior to last filing date.
- 15) Applicants for examination or employment are solely responsible to provide written notice of changes which may affect application status.
- 16) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.
- 17) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30pm on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reasons. The “Policy on Alternate Test Dates” will govern.
- 18) Unless specifically prohibited, 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” and any similar devices are prohibited.
- 19) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise the Town of Colonie of their preference to examination location. You need to call or write to each Civil Service Agency to make arrangements within two weeks of the examinations. Attach a “cross-filing” form to your application. Request this form by calling 783-2721 or download at [www.colonie.org/civilservice](http://www.colonie.org/civilservice). **Important: Candidates taking both State and local examinations scheduled for the same day must take all examinations at a State site.** In this instance, the candidate is responsible to make arrangements to take all your examinations at the State examination center by calling (518)474-6470 no later than two weeks before the test date.
- 20) Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

**COPIES OF THIS ANNOUNCEMENT ARE AVAILABLE IN THE CIVIL SERVICE DEPARTMENT**

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