

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**

**Library Clerk – Grade 5
Library Typist – Grade 6**



APPLICATIONS ACCEPTED CONTINUOUSLY

<u>EXAMINATION NO:</u> Library Clerk LC097	<u>SALARY:</u> PT – Entry: \$16.03	FT - Entry:	\$29,173
		1 yr:	\$30,793
		2 yr:	\$32,414
Library Typist LT097	<u>SALARY:</u> PT – Entry: \$16.56	FT - Entry:	\$30,131
		1 yr:	\$31,805
		2 yr:	\$33,479

Please contact the Civil Service Department at (518)783-2721 for the next anticipated exam date.

APPLICATION FEE: A non-refundable processing fee of \$30.00 (thirty dollars) is required for this examination, and a check or money order (no cash) made out to the TOWN OF COLONIE must accompany your application. As no refund will be made, 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. (Please fill out separate applications if you wish to file for both titles. However, only one fee will be required as it will be the same written test.) Note exam number(s) on check or money order (see explanation of page 3).

RESIDENCY: Candidates 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.

VACANCIES: At any given time there may, or may not, be a vacancy for these positions. However, the eligible lists established as a result of this examination will be used to fill vacancies of the position/s of Library Clerk and/or Library Typist.

DESCRIPTION OF POSITION: A LIBRARY CLERK performs routine clerical tasks as filing in card catalogues, recording withdrawals and checking arithmetic computations. The person in this position may also perform circulation and registration duties. A LIBRARY TYPIST performs similar duties but is also required to perform tasks calling for substantial use of a keyboard.

MINIMUM QUALIFICATIONS:

LIBRARY CLERK: Graduation from high school or possession of a high school equivalency diploma.

LIBRARY TYPIST: Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; demonstrating typing/keyboarding skills at an acceptable level. OR Graduation from high school or possession of a high school equivalency diploma with (1) one year of clerical experience that demonstrates typing/keyboarding skills.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in such areas as

ALPHABETIZING (15)

CLERICAL OPERATIONS WITH LETTERS AND NUMBERS (30)

RECORD KEEPING (15)

(Calculators are recommended)

NOTE: A Guide to the Written Test for the Entry-Level Clerical Series is available at the NYS Dept of Civil Service web site: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this test guide from our office using the contact information found elsewhere on this announcement.

SEE "GENERAL INSTRUCTIONS"

PERFORMANCE TEST FOR LIBRARY TYPIST: Candidates who receive passing score on the written test must also qualify on the performance test in typing which will be held at a later date (you will be notified). This part of the examination will consist of a qualifying test in accuracy and speed of typing at a minimum acceptable rate of 30 words per minute. The test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. Detailed instructions will be provided to you before you take the test. The written test scores only will determine the final test scores.

A candidate who fails the performance test can be retested two times with a two month waiting period between tests, after which unsuccessful candidates must retake and pass the written test before being eligible to take further performance tests.

*PERFORMANCE TEST WAIVER POLICY: The performance test may be waived for candidates who have passed a typing performance test at a rate of at least 30 words per minute. The performance test must have been administered by the Town of Colonie Civil Service agency, the NYS Department of Civil Service, the NYS Department of Labor or any local municipal civil service agency within the State of New York. Candidates must have passed the performance test within two (2) years of the date of the written examination. Such candidates must provide verification from the agency that administered the performance test, including the agency name and address, title of the examination, test date, and the passing rate of speed.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible lists for one year only.
PLEASE FILL OUT TWO SEPARATE APPLICATIONS IF YOU ARE APPLYING FOR BOTH TITLES.

THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH PERIODIC, ANNOUNCED-DATE EXAMINATIONS

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road (mailing addr: PO Box 508), Newtonville, NY 12128-0508 - Telephone 783-2721 OR via the Internet at www.colonie.org (Civil Service Dept) where applications and study guides can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination 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 examinations will apply to this written 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. **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.

