BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, 44 HAWLEY STREET
GOVERNMENTAL PLAZA, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

TRAINING AND EXPERIENCE
OPEN COMPETITIVE EXAMINATION FOR

LIBRARY ASSISTANT

Exam Number: 20-229

EXAMINATION DATE: February 29, 2020
LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: January 8, 2020

EVALUATION OF TRAINING AND EXPERIENCE ONLY

Processing fee: Twenty dollars **($20.00)** non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name, social security number and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

***Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

ADMISSION NOTICES WILL BE MAILED TO ALL APPROVED CANDIDATES APPROXIMATELY 8 DAYS BEFORE THE EXAMINATION. IF YOU DO NOT RECEIVED YOUR NOTICE BY THE TUESDAY BEFORE THE EXAMINATION, PLEASE CALL 778-2222

It is the responsibility of the candidate to notify the Brome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at** www.gobroomecounty.com.

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
$19.4365/hour	Anticipated	Broome County Public Library
$11.10/hour	1	Your Home Public Library
Varies	Anticipated	Various towns, schools and villages

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under the jurisdiction of the Broome County Personnel Officer.

**Vacancies – Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES: The work involves responsibility for learning and performing various library functions and services at a para-professional level in a Public Library. The work is performed under the general supervision of Librarians with latitude to operate independently within the range of prescribed responsibilities. Supervision may be exercised over clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree.

SUBJECT OF 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 positon being tested. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire**.**

Candidates must first complete an examination application and return it to the Broome County Department of Personnel on or before January 8, 2020.

The Training and Experience Questionnaire will be available only to approved candidates, who will be required to complete and submit this questionnaire.

The Training and Experience Questionnaire will be available on February 1, 2020, and approved candidates will be required to complete and submit this questionnaire between February 1, 2020 and midnight, February 29, 2020. Candidates who fail to submit a questionnaire by midnight, February 29, 2020, will not receive a rating.

NOTE: Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of January 8, 2020.

Rating: 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 test.

Special Requirement for Appointment in School Districts and BOCES
Per 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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Children of Firefighters and Police Officers killed in the line of duty: "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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions, announcement, application and the cross filing form may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

Training and Experience form
LDTF: 1/8/20
Library Assistant-OC