

LIBRARIAN I
EXAM #68-334 (OC)

APPLICATIONS ACCEPTED CONTINUOUSLY

**APPLICATIONS MUST BE RECEIVED BY APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

STARTING SALARY/RANGE: Varies by Civil Division

VACANCIES: The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.

RESIDENCE REQUIREMENT TO PARTICIPATE IN THE EXAMINATION: None

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Master's Degree in Librarianship (MLS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarian's professional certificate at time of application.

NOTE:

1. Applicants must meet the minimum qualifications at time of application.
2. Further verification may be requested from candidates to verify their academic qualifications.
3. Must **submit**, with application, a copy of master's degree **AND** a copy of professional certificate, as stated in Special Requirement above.

DUTIES: Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Library Assistants, Clerks, Pages and Volunteers. The incumbent performs related work as required.

SUBJECTS 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 position being tested.

Candidates must first complete an examination application and return it to the **Oneida County Department of Personnel**.

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 December 1, 2011. Approved candidates will be required to complete and submit this questionnaire within two weeks of the date on approval letter.

NOTE: Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire was submitted.

RESTRICTION: Candidates who fail to **submit a questionnaire within two weeks** from the date of the *Notice to Approved Candidates* will not receive a rating.

CANDIDATE RESPONSIBILITY: It is the responsibility of candidates to provide all necessary documentation with application and to complete all relevant parts of the questionnaire within two weeks of the date on approval letter. To receive credit for experience candidates must be able to provide information, such as, employer name and address, name

and title of supervisor, hours worked per week, dates of employment including month and year started and ended, etc. Candidates who submit incomplete applications and documentation may be disqualified.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year.

TERMINATION OF THE PROGRAM: Oneida County Department of Personnel reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

For further information:

**ONEIDA COUNTY DEPT. OF PERSONNEL,
800 PARK AVE., UTICA, NY 13501
TELEPHONE: (315) 798-5726
JOHN P. TALERICO, COMMISSIONER**

GENERAL INSTRUCTIONS

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.
5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.**
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.state.ny.us/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

12. **ADDITIONAL CREDIT:** 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 this office 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.
13. **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.
14. **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 by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
15. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification for future examination for a two year period. (per Oneida County Civil Service Rule IX)

Issued: 11/01/11

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****