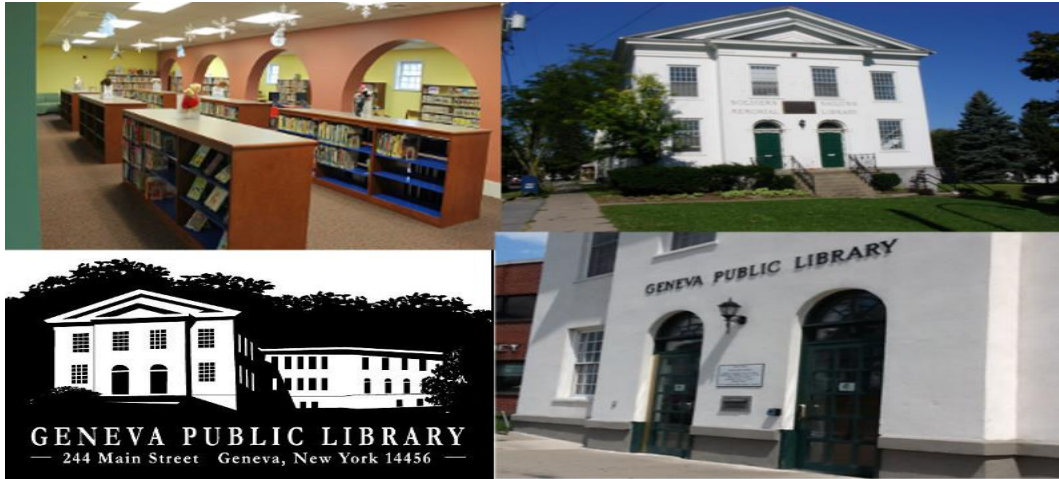


# FULL-TIME LIBRARY CLERK (SPANISH SPEAKING)

## GENEVA (NY) PUBLIC LIBRARY

[www.genevpubliclibrary.net/employment-opportunities](http://www.genevpubliclibrary.net/employment-opportunities)



The Library has an opening for a Library Clerk (Spanish Speaking) position with an **anticipated start date in July 2021**.

The Geneva Public Library serves the Geneva community as well as surrounding communities while also serving as the Central Library for the Pioneer Library System. Our mission is to inspire and support a lifetime of learning and creativity for the Geneva Community. To meet the needs of our community, the Library seeks a Spanish Speaking Library Clerk to work on our information desks and provide additional support services in the areas of program and collection development, translation, and outreach.

### Essential Duties of the Position

- **Fluency in Spanish** and English
- Deliver excellent customer service
- Check out and check in materials
- Register and renew library cards
- Instruct patrons on how to place holds online and search the catalog
- Process fines & fees
- Uphold Library policies
- Provide translation services for patrons and during the creation of library documents
- Assist the Library in the development of collections, programs and outreach to our Spanish speaking community

- Perform other standard desk duties, including closing and opening procedures, as dictated by library staff
- Provide basic assistance to patrons with library technology
- Complete other projects that are manageable while working on an information desk
- Attend staff trainings and meetings

### Education and Experience

- High school diploma or equivalent required
- Prior experience working in a library or public service setting is preferred but not required
- This position is classified as competitive by Ontario County; selected candidate must take civil service exam in May, 2021

### Compensation and Benefits

- \$13.00-\$16.00/hour
- 19 PTO days per year ( prorated based on start date)
- NYS Retirement System and optional deferred compensation plan
- Health insurance benefits
- Additional benefits listed at [www.genevpubliclibrary.net/library-policies](http://www.genevpubliclibrary.net/library-policies)

### Applicant Instructions

Qualified individuals must:

1. Apply for the Library Clerk (Spanish Speaking) civil service exam by April 14. Please see the attached exam announcement
2. Take the exam on May 15 and pass with an eligible score
3. Participate in an interview with Library staff and a community representative



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## **LIBRARY CLERK (SPANISH SPEAKING)**

Civil Service Exam held in Ontario County  
 (Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee*</u>	<u>Application Deadline</u>
<b>May 15, 2021</b>	<b>12-2021</b>	<b>\$15.00</b> (Do not send cash)	<b>April 14, 2021</b>

\*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).

A \*Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

**Pay Rate:** Geneva Public Library 2021 Salary Range: \$13.00 - \$16.00/hr.

**Vacancy:** Geneva Public Library currently has one (1) vacancy which will be filled from the Eligible List resulting from this examination.

This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

**Residency Requirements:** Candidates must have been legal residents of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma.

**Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

**Job Description:** The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

**Background Investigation:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

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

- 1. Record Keeping** – These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more “sets” of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
- 2. Clerical Operations with Letters and Numbers** – These questions test your skills and abilities in clerical operations involving, 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.

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>.

**USE OF CALCULATOR IS RECOMMENDED.** 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, or any similar devices are prohibited. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

In addition to the subjects of Examination covering the written test, a Spanish language proficiency exam will be conducted as follows:

**Spanish Language Proficiency Test:** The language proficiency test is designed to evaluate the candidate's oral proficiency in the target language, at the level appropriate for the title being filled. A Level II proficiency in the Spanish language is required to pass the qualifying oral proficiency test for this title. This is equivalent to having a working oral language proficiency with understandable, smooth expression at a conversational level of communication.

Based on the ranking on the written test, only a sufficient number of candidates needed to fill present vacancies will be called to take part in the oral Spanish proficiency test. As additional vacancies occur, additional candidates who were successful on the written test portion of the examination will be invited to take the Spanish proficiency test. The Spanish Language Proficiency Test will be rated on a pass-fail basis.

**Language Oral Proficiency Test Waiver:** The oral Spanish language proficiency test will be waived for candidates who have previously passed a Spanish language proficiency examination that was administered under the direction of the Ontario County Department of Human Resources or in any local municipality in New York State within the past five years and was passed at or above the required Level II proficiency standard. If you wish a waiver of the oral portion of this examination, submit a request **within thirty days of the written test** to this Office indicating the title, examination number and the municipality for which it was taken.

**NOTE: ONLY THE WRITTEN TEST SCORE WILL DETERMINE THE FINAL TEST SCORES**

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:  
CHANNEL 10 NEWS, NEWS10NBC.COM, and 1550 AM RADIO STATION.**

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be filed by 11:59 p.m. on **APRIL 14, 2021**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "**Religious Accommodation**". We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled persons:** If special arrangements for testing are required, indicate this on your application form.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources).

**Special requirement for appointment in school districts or BOCES:** Per Chapter 180 of the Laws of 2000, and by 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.

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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov>.

Ontario 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.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources  Library Clerk (Spanish Speaking) Exam No. 12-2021 Issued: March 17, 2021
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