



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Library Assistant  
Number: 68909  
Salary: \$12.00 hr. - Howland Library  
\$38,975 - Poughkeepsie Public Library District (2010 Salary)  
When used in other agencies salary varies.

Date of Examination: 01/31/2012  
Applications Accepted Until: 01/31/2012  
Applications postmarked 01/31/2012 will be accepted.  
Applications accepted until 4:30pm Monday through Friday

**Administration of an exam does not imply a vacancy exists.**

A \$15.00 fee and examination application is required for each separately numbered examination. Either a check or money order payable to "Commissioner of Finance" with the examination number and examination title on the check or money order. Separate checks or money orders must be submitted with each application. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.

**\*NOTE: THIS IS A TRAINING AND EXPERIENCE EXAMINATION. JANUARY 31, 2012 IS THE LAST FILING DATE FOR APPLICATIONS. SEE INFORMATION LISTED BELOW UNDER "SUBJECT OF EXAMINATION" FOR FURTHER DETAILS REGARDING THE TRAINING AND EXPERIENCE EXAMINATION PROCESS.\***

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before January 31, 2012:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree;  
OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration);  
OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**DUTIES:** This work involves responsibility for the performance of paraprofessional librarian or specialized non-librarian duties.

**EXAMPLES OF WORK (Illustrative Only):** Assists Librarian in providing reference service, providing directional assistance to commonly used materials; performs a triage function, funneling reference questions requiring interpretation to the Librarian; assists Librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian; creates public relations materials such as press releases or newsletters; prepares research and completes forms relative to grant proposals; performs system operation, maintenance, and back up for PC or on-line computer systems; prepares library exhibits and displays; conducts tours, book talks, multi-media programs, and program scheduling; maintains and operates audio-visual equipment; conducts story hours and other children's programming.

**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 position being tested.

Candidates must first complete an examination application and return it to the Dutchess County Department of Human Resources on or before the last filing date of January 31, 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 31, 2012.

**NOTE:** Candidates will not be able to claim any credit for training and experience gained after the application filing deadline of January 31, 2012.

Candidates who fail to submit a questionnaire by midnight, March 31, 2012, will not receive a rating.

**The use of calculators is Allowed for this exam.**

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV](http://WWW.DUTCHESSNY.GOV)

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT  
www.co.dutchess.ny.us or www.dutchessny.gov**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING:** A State and/or national fingerprint supported background investigation is required before an appointment is made to some positions. The Division of Criminal Justice Services requires that each request for such search be accompanied by a fee. (A money order in the amount of \$99 would be required.)

**WEATHER**

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEEKWPDH	WKPI/Q92	WBNRWSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**ALTERNATE TEST DATES** may be arranged upon review of circumstances according to the Alternate Test Date Policy established by this department.

**NOTE: HANDICAPPED PERSONS, ACTIVE MILITARY MEMBERS:** If special arrangements for testing are required, indicate this on your application form. You may need to provide documentation in order to be granted special arrangements.

**RELIGIOUS ACCOMMODATION** – Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to 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 day (usually during the following week).

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, 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.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**MULTIPLE EXAMINATIONS:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

**NOTE:** 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.

**APPLICATIONS:** May be obtained by sending a legal-sized, self-addressed, stamped envelope to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, or by visiting the Department of Human Resources 5th Floor, Dutchess County Office Building between the hours of 9 a.m. and 5 p.m., Monday through Friday.

**HOW TO TAKE A WRITTEN TEST** and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.state.ny.us>), by first clicking on Publications, then on the booklet title.