



Livingston County  
**Library Assistant (Training and Examination Period  
12/1/2024 - 12/31/2024)**

<b>LOCATION</b>	Varies	<b>JOB TYPE</b>	Varies
<b>JOB NUMBER</b>	OC #60008790	<b>DEPARTMENT</b>	Civil Service
<b>OPENING DATE</b>	10/01/2024	<b>CLOSING DATE</b>	10/17/2024 4:00 PM Eastern

## Description

**LAST FILING DATE: THURSDAY, OCTOBER 17, 2024 at 4:00 PM**

**ONLINE EXAMINATION PERIOD: DECEMBER 1, 2024 - DECEMBER 31, 2024**

### **EXAM FEE:**

- **Livingston County Residents:** The exam fee will be waived for current legal residents of Livingston County.
- **Military Veterans:** The exam fee will be waived for any Military Veteran who submits a copy of their DD214 Member form.
- **Non Livingston County Residents: The exam fee is \$10.00.**
  - This must be paid by cash, money order, certified check, cashier's check or fee waiver. No other forms of payment will be accepted.
  - All exam fees must be delivered or mailed to Livingston County Human Resources Department, 6 Court Street, Room 206, Geneseo, New York 14454.
  - Fee due by the last filing date.
  - Late fees and fees in unacceptable payment forms will NOT be accepted.
  - The fee is non-refundable.
  - **YOUR APPLICATION WILL NOT BE REVIEWED WITHOUT AN EXAM FEE.**

**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. To request a 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 this announcement. Application waiver forms are available at the Livingston County Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

### **APPLICATION PROCESS:**

Online applications can be submitted using the "Apply" button for this exam announcement.

This exam announcement can be found at: <https://www.governmentjobs.com/careers/livingstoncounty/transferjobs>

Paper applications are no longer accepted.

### **POSITION INFORMATION:**

**LOCATION:** Varies.

**DUTIES:** The work involves performance of para-professional librarian or specialized non-librarian duties. Requires ability to operate independently within prescribed responsibilities with little supervision. Employee works directly with library users of varying age groups providing assistance. This position may be responsible for planning, directing and coordinating children's services and programs. The work requires the constant use of computers. Duties are performed under the general supervision of the Library Manager or Library Director. Supervision may be exercised over subordinate clerical staff. A Library Assistant does related work as required.

## Typical Qualifications

**RESIDENCY:** There are no residency requirements. Preference in appointment may be given to candidates who have been legal residents of the library district where the vacancy exists for four months prior to the filing date.

**Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:**

Qualification Option #	1	2	3
<b>Training/Education</b>	Possession of a Bachelor's degree <sup>[1]</sup> from a New York State or regionally accredited college or university	Possession of an Associate's degree from a New York State or regionally accredited college.	Graduation from high school or possession of a high school equivalency diploma.
<b>General experience</b>	None required.	Two years of full-time, paid clerical experience which must have involved the use of various computer software and word processing.	Four years of full-time, paid clerical experience which must have involved the use of various computer software and word processing.
<b>Supervisory experience</b>	N.A.	N.A.	N.A.
<b>License/Certification</b>	None required.	None required.	None required.
<b>Other requirements</b>	See Special Qualifications below.	See Special Qualifications below.	See Special Qualifications below.

### **SPECIAL QUALIFICATIONS:**

1. Must be able to lift and carry a minimum of 25 pounds.
2. Must be able to climb stairs and ladders.

[1] A higher level degree may be substituted for a Bachelor's degree .

## Supplemental Information

### **SUBJECTS OF EXAMINATION:**

There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION, and the examination period closes at **11:59 PM on December 31, 2024.**

1. Candidates must first complete an examination application and submit it online on or before the last filing date of **October 17, 2024.**
2. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.
3. **Complete the online Training and Experience (T&E) Questionnaire between December 1, 2024 and December 31, 2024.** The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position. Your score will be based on training and experience gained before the application filing deadline of **October 17, 2024.** The questionnaire will close on **11:59 PM, December 31, 2024.** Candidates who fail to submit a questionnaire by **11:59 PM, December 31, 2024,** will not receive a rating.

## **TAKING MULTIPLE EXAMS:**

- Individuals can participate in multiple examinations to maximize their opportunity for appointment.
- Individuals can cross-file between two agencies that are participating in the T&E format examination. The candidates will need to apply, be registered, and complete the T&E questionnaire for each agency. Once the first questionnaire is completed, the candidate can review and submit the same questionnaire for the second, third agency, etc. since the answers will already be in the system.

## **T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS:**

- Approved applicants will need to access the T&E on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.
- Applicants should **not** create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at [fixit@its.ny.gov](mailto:fixit@its.ny.gov).

**EXAM SCORE:** Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for the length of the eligible list unless the candidate is appointed from the list or declines appointment from the list.

**EXAM 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 apply to this written test.

**VETERANS CREDITS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not used their credits may make application for their use. The Veterans Credits application form is available at the Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>. Applications for veterans credits must be accompanied by a copy of the candidate's DD214 Member 4 form.

**CHILDREN OF FIRE FIGHTERS 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 exam for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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. No credit may be added after the eligible list has been established.

**CANDIDATE NAME, EMAIL, AND ADDRESS CHANGES:** It is the responsibility of the candidate to notify Livingston County Civil Service of any changes of name, email and/or address. NO attempt will be made to locate candidates who have moved. The form can be found on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

**EQUAL EMPLOYMENT OPPORTUNITY:** Livingston County is an Equal Opportunity Employer. Discrimination on the basis of a protected classification is prohibited with respect to all aspects of employment. Protected classifications include: race, color, sex, sexual orientation, religion, age, national origin, marital status, disability, veteran status, genetic information, domestic violence victim status, gender identity and gender expression, or for any other reason prohibited by law.

**PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION:** The following public employers are under Livingston County's Civil Service jurisdiction and use Livingston County's eligible lists to fill competitive class positions:

County: Livingston.

Libraries: Bell Memorial Library, Dansville Public Library, Wadsworth Public Library.

Villages: Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mt. Morris, Nunda.

Towns: Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mt. Morris, N. Dansville, Nunda, Ossian, Portage, Sparta, Springwater, West Sparta, York.

Schools: Avon, Caledonia-Mumford, Dansville, Geneseo, Keshequa, Livonia, Mt. Morris, Wayland-Cohocton, York.  
Special Districts: Genesee Valley BOCES, Livingston County Water and Sewer Authority.

**FURTHER INFORMATION:** Contact the Human Resources Department or visit the County's website at:

Livingston County Human Resources Department

6 Court St., Room 206

Geneseo, NY 14454

(585) 243-7570

Livingston County website, Human Resources Dept. page

<https://livingstoncountyny.gov/207/Human-Resources>

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**Agency**

Livingston County

**Address**

6 Court Street, Room 206

Geneseo, New York, 14454

**Phone**

585-243-7570

**Website**

<https://www.livingstoncounty.us/>