

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK

OPEN COMPETITIVE EXAMINATION

FOR:

LIBRARY CLERK
Lockport Public Library

LAST DAY FOR FILING:

May 7, 2021

Exam No. 0-46

DATE OF EXAMINATION:

June 5, 2021

FILING FEE:

A \$15 filing fee must accompany your application. Checks and/or money orders are to be made out to the City of Lockport Dept of Civil Service.

VACANCIES:

The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Lockport Public Library.

SALARY:

\$26,362/yr--\$33,689/yr.

RESIDENCY:

Candidates must have been a legal resident of Niagara County for at least six (6) months immediately preceding the date of the written exam.

DUTIES:

The work involves responsibility for the performance of routine clerical duties necessary for the proper organization and distribution of library materials. The work is performed under direct supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Assignments follow a prescribed routine, but detailed instructions are given for new or difficult tasks. Does related work as required

MIN. QUALIFICATIONS: Candidates must meet the following either on or before the date of the written examination:

Graduation from high school or possession of a high school equivalency diploma.

SUBJECT OF EXAM:

Written examination will cover knowledge, skills and abilities in such areas as:

1. **ALPHABETIZING:** These questions test your ability to file material in alphabetical order.
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.

CALCULATORS ARE ALLOWED FOR THIS EXAMINATION

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 other similar devices are prohibited. Use of books and other reference materials are prohibited.

This written exam is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with rating of exams will apply to this test.