

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

PROMOTIONAL EXAMINATION
FOR
SENIOR LIBRARY CLERK
LOCKPORT PUBLIC LIBRARY

LAST DAY FOR FILING:
APRIL 5, 2024
Exam No. 72090

DATE OF EXAMINATION:
MAY 4, 2024

- FILING FEE:** A \$15.00 filing fee must accompany your application.
- VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur at the Lockport Public Library.
- RESIDENCY:** Candidates must have been legal residents of the Niagara County for at least six (6) month preceding the date of the written examination and must have maintained that residency at time of appointment.
- SALARY:** Appointment expected at \$34,000 to \$36,000/Year
- DUTIES:** The work involves responsibility for performing a variety of moderately difficult library clerical duties necessary for the proper organization and distribution of library materials. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate employees and volunteers. Does related work as required.
- MIN. QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and six (6) months full time, twelve (12) months part-time permanent competitive status as Library Clerk with the City of Lockport Public Library;

SUBJECT OF EXAMINATION:

Fundamentals of working in a library

These questions are designed to evaluate the candidate's knowledge about the common terms and concepts used in various sections of a library (e.g. Circulation, Reference, Technical Processing, etc.); the procedures associated with shelving, storing, checking out and receiving library materials; and the proper methods of using equipment commonly found in a library and of handling, processing and storing library materials.

Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and

levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION:

Unless otherwise notified candidates are permitted to use quiet, hand held solar battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, and other similar devices are prohibited.

This written examination 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 with rating of exams will apply to this test.

Seniority Points:

Points will be added to passing eligible score as follows:

Less than 1 year	0 points
Over 1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points