

**CITY OF SARATOGA SPRINGS MUNICIPAL  
CIVIL SERVICE COMMISSION  
EXAMINATION ANNOUNCEMENT FOR  
LIBRARY CLERK #10-916  
OPEN TO THE PUBLIC**

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**LAST FILING DATE: Tuesday, December 22, 2015 (post marks not accepted)**

Application form and/or examination fee will not be accepted after the last filing date

Examination Date: January 23, 2016

Issued: November 20, 2015

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**SALARY:** \$15.59 – part time      \$32,442.00 – full time (hours may include nights, week-ends & holidays)

**VACANCY:** The eligible list established as a result of this examination will be used to fill the position of LIBRARY CLERK in the Saratoga Springs Public Library - as vacancies occur. The eligible list will be established for FOUR (4) years.

**DUTIES:** This position exists in a public library and involves responsibility for the performance of a variety of basic library clerical tasks. The work does not require previous library training or knowledge of library techniques. Clerical procedures are generally standardized with detailed instructions given for new or difficult assignments. The work is performed under the direct supervision of a higher level clerical or professional staff person. Library Clerks may direct the activities of Pages, Library Shelves and volunteers. Does related work as required.

**MINIMUM QUALIFICATIONS:** The following qualifications must be met and must be stated on the application form on or before the last filing date.

1. Graduation from high school or possession of a high school equivalency diploma; OR
2. **ONE (1) YEAR** of full-time paid clerical experience (such as photocopying, filing, answering the telephone, sorting, indexing)

**EXAMINATION FEE:** An examination fee of **\$10.00** is required for each separately numbered examination for which you apply. The required fee **must accompany your application**. Please make the **check or money order payable to the Commissioner of Finance** and write the examination number on the check or money order. A separate check or money order is required for each application. **DO NOT SEND CASH. CASH WILL NOT BE ACCEPTED.** As **no refunds will be made**, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are qualified. **An application submitted without the examination fee will be disapproved. The examination fee will not be accepted after the last filing date.**

**EXAMINATION FEE WAIVER:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete the "Request for Examination Fee Waiver and Certification" form below and submit it with your application to the Civil Service Commission office by the close of business on the Application Deadline as listed on the Examination Announcement.**

**RESIDENCY REQUIREMENT:** The examination is open to candidates who have established a domicile (permanent residence) ALBANY, FULTON, HAMILTON, MONTGOMERY, RENSSELAER, SARATOGA, SCHENECTADY, WARREN OR WASHINGTON COUNTIES one month immediately preceding the date of the written test. Preference in appointment, after the establishment of the eligible list, may be given to successful candidates who have established a domicile (permanent residence) within the limits of the City of Saratoga Springs Enlarged School District.

**SUBJECT OF EXAMINATION: THE USE OF CALCULATIONS IS ALLOWED**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- **Clerical operations with letters and numbers** (30 questions) These questions test for skills and abilities in clerical operations involving alphabetizing, 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.
- **Alphabetizing:** (15 questions) These questions are designed to test a candidate's ability to file material accurately in alphabetical order
- **Office record keeping** (15 questions) These questions test your ability to perform common office 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. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

A Guide for the Written Test for Entry-level Clerical series is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates will receive a copy of the test guide from this civil service office with the admission notification.

**APPLICATIONS:** You may obtain further information from the City of Saratoga Springs Municipal Civil Service Commission between the hours of 9:00am and 4:30pm Monday through Friday.

To receive an application and announcement through the mail, please email a request for an application (including your mailing address) to [patsy.berrigan@saratoga-springs.org](mailto:patsy.berrigan@saratoga-springs.org). Mail or bring the completed application form to the Civil Service Commission office on or before the last filing date. The application cannot be completed on the web. The Civil Service Commission will not accept email applications. The original application with an original signature must be submitted to the Civil Service Commission office.

**GENERAL INFORMATION:** This entire 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 provisions of the New York State Civil Service Rules and Regulations which deal with rating examinations, will apply.

**You may not bring telephones, pagers, beepers, tape recorders, books or other reference material to the test site.**

It is the applicant's responsibility to file a complete and accurate application on or before the last filing date. An incomplete application will be disapproved. An application submitted without the examination fee will be disapproved. Multiple examination information will be accepted no later than two weeks prior to the examination date and in writing. Information submitted will be verified/investigated at a later date.

The City of Saratoga Springs does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provisions of services.

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.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (state, county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local civil service agencies no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**APPLICATION FEE WAIVER:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete the “Request for Examination Fee Waiver and Certification” form below and submit it with your application to the Civil Service Commission office by the close of business on the Application Deadline as listed on the Examination Announcement.**

## Examination Fee Waiver Request and Certification Form

**Civil Service Law Section 50.5(b): “...fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance.”**

I request that my application fee(s) for the examination(s) listed below be waived in accordance with Section 50.5(b) of the State Civil Service Law.

Examination Title(s)	Exam No(s).	Examination Test Date
Library Clerk	#10-916	January 23, 2016

Check the box(es) below that apply to you:

☐ I am currently unemployed **and** I am primarily responsible for support of a household

**NOTE: Individuals who can be claimed as a dependent on any other person’s tax return ARE NOT eligible for application fee waiver as head of household.**

☐ I am currently:

☐ Eligible for Medicaid

☐ Receiving Supplemental Security Income (SSI) payments

☐ Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance):

☐ Enter Public Assistance Case Number:  
Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency

\*\*\*\*\*Affirmation\*\*\*\*\*

*I have read the above portion of Section 50.5(b) of the Civil Service Law relating to the waiver of examination fees and certify that I am qualified to receive such waiver for the reasons indicated above. I understand that my claim for examination fee waiver may be investigated and I may be disqualified from the listed civil service examination(s) if I make any false statement regarding my eligibility for application fee waiver.*

\_\_\_\_\_  
Candidate’s First and Last Name (Please Print)

\_\_\_\_\_  
Candidate’s Social Security Number

\_\_\_\_\_  
Candidate’s Signature

\_\_\_\_\_  
Date

**CITY OF SARATOGA SPRINGS  
MUNICIPAL CIVIL SERVICE COMMISSION**

**MULTIPLE EXAMINATION REQUEST FORM**

**Only candidates - who have filed - with other civil service agency**

INSTRUCTIONS: **ONLY** Candidates who **HAVE FILED** application(s) for examinations in **DIFFERENT civil service agencies** (agencies **in addition to** the City of Saratoga Springs Municipal Civil Service Commission) scheduled for the same examination date **must complete** and **return** this form to the City of Saratoga Springs Civil Service Commission office before **1:00pm on Wednesday, December 9, 2015. (Will not process after stated date)**  
PRIOR TO RECEIPT OF THE ADMISSION LETTER

CANDIDATE'S NAME:

SOCIAL SECURITY NUMBER:

PERMANENT LEGAL ADDRESS:

I wish to take the **additional** examination(s) listed below at the \_\_\_\_\_ examination site.

SARATOGA SPRINGS EXAM NUMBER: # 10-916

SARATOGA SPRINGS EXAMINATION TITLE: Library Clerk

CIVIL SERVICE AGENCY:

EXAM NUMBER & TITLE:

CIVIL SERVICE AGENCY: \_\_\_\_\_

EXAM NUMBER & TITLE: \_\_\_\_\_

CIVIL SERVICE AGENCY: \_\_\_\_\_

EXAM NUMBER & TITLE: \_\_\_\_\_

**It is the Candidate's responsibility** to make examination preparations with **each** civil service agency that they have applied to for examinations scheduled on the same date **two weeks before** the examination date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet.

\_\_\_\_\_  
CANDIDATE'S SIGNATURE

**THIS IS NOT AN APPLICATION FORM – TO BE SUBMITTED WITH THE APPLICATION FORM**