



Joan K. Battle
President

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**CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION**

One Roosevelt Square, Room 103
Mount Vernon, New York 10550
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Commissioner

Joan O'Meara-Conroy
Commissioner

AMENDED **EXAMINATION**

LIBRARY ASSISTANT

OPEN-COMPETITIVE – EXAM 64-082

TRAINING & EVALUATION ONLY

FILING DEADLINE: MAY 1ST, 2017

SALARY RANGE: \$44,692 - \$58,105

The eligible list established from this examination will be used to fill appropriate vacancies in the City of Mount Vernon Public Library.

RESIDENCY REQUIREMENTS: CANDIDATES MUST BE A RESIDENT OF THE CITY OF MOUNT VERNON FOR NOT LESS THAN ONE YEAR PRECEDING THE FILING DEADLINE DATE.

ACCEPTABLE EXPERIENCE AND TRAINING FOR EXAMINATION: Candidates must meet the following requirements on or before the date of filing applications.

Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

Candidates must first complete an examination application and return it to the City of Mount Vernon, Civil Service Office on or before the filing date of May 1st, 2017.

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 June 1, 2017 and approved candidates will be required to complete and submit this questionnaire between June 1, 2017 and midnight of June 30, 2017. NOTE: Candidates will not be able to claim any credit for training and experience gained after the application filing deadline of May 1, 2017.

Candidates who fail to submit a questionnaire by midnight June 30, 2017 will not receive a rating.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: Good attention to detail and ability to follow procedures consistently; good knowledge of layout, writing and public relations skills; good command of the English language; working knowledge of basic computer systems procedures, e.g. start-up, desk-top publishing, PC set-up; ability to recognize the titles of and retrieve basic reference sources as requested by patrons; ability to do library research at a user level; ability to operate and maintain auto-visual equipment; ability to express oneself clearly and accurately both orally and in writing; ability to read and comprehend written material; ability to carry out assignments independently; tact and courtesy; ability to get along with the public and dealing with the staff; neatness of appearance and physical condition commensurate with the demands of the public.

APPLICATION FEE: A \$15.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION FOR MOUNT VERNON RESIDENTS. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. APPLICATIONS RECEIVED VIA MAIL WILL NOT BE ACCEPTED IF POSTMARKED AFTER THE CLOSING DATE DEADLINE OF MAY 1ST, 2017.

FEE WAIVER INFORMATION: A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application. If a waiver is being requested, proof of documentation qualifying you for the waiver must accompany the application.

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 9:00 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at www.cmvny.com. All applications must be returned to the Civil Service Commission Office on or before the application deadline date.

Any applicant wishing to claim veteran's credits must do so at the time of filing his/her application. You must submit form MSB-332 VP-1 along with your DD214 (Discharge).

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/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 eligibility⁶. However, no credit may be added after the eligible list has been established.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

03/07/17