

Issue Date: 11/28/23
Franklin County Personnel Department Announces
OPEN COMPETITIVE EXAMINATION for
LIBRARIAN I - #86-581

TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE

Candidates must first complete an examination application and submit with filing fee by:
LAST DATE TO FILE: 1/5/24

EXAMINATION DATE (Training and Experience Questionnaire):
(February 1, 2024 to February 29, 2024)

****RESIDENCY IS WAIVED****

Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)
Make check or money order payable to: Franklin County Personnel Office
Franklin County is an Equal Opportunity Employer

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. by submitting a "Civil Service Notification of Change Form" to the Personnel Office.

BASE SALARY: Varies with Municipality

VACANCIES: One at present located at WEAD Library, but the eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur under the jurisdiction of the Franklin County Personnel Officer during the life of the list. Vacancies are expected to occur from time to time. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Franklin County Personnel Office a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so arrangements can be made for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:

If you have applied for multiple examinations for both State and/or Local, you must fill out the cross-filer application no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, www.franklincountyny.gov, under Exam Announcements, then Forms & General Information named Cross-Filer Application Form.

DISTINGUISHING FEATURES OF THE CLASS: This position entails beginning professional library duties performed under direct supervision. This is the initial level position for library graduates. Employees in this class are expected to learn the specific applications of professional training by the performance of duties under the supervision of professional librarians in higher level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks. The incumbent does related work as required.

Exam announcement continued for:

Librarian I - #86-581

MINIMUM QUALIFICATIONS: A Master's Degree in Library Science (MLS) or a Master's of Science in Information Science (MSIS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

(Some universities have renamed their programs and no longer designate the degree as a Master's in Librarianship. Contact the New York State Library's Division of Library Development for assistance.)

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of the certificate at time of appointment.

Special Note: Education: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SCOPE OF THE EXAMINATION

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Franklin County Personnel Office on or before the last date to file 1/5/24.

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 February 1, 2024, and approved candidates will be required to complete and submit this questionnaire between February 1, 2024 and midnight, February 29, 2024.

NOTE: Candidates will not be able to claim any credit for training and experience gained after the application filing deadline of 1/5/24.

Candidates who fail to submit a questionnaire by midnight, February 29, 2024, will not receive a rating.

FILING FEE INFORMATION:

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

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). **All claims for application fee waivers are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by close of business on the Last Date to File as listed on the Examination Announcement.**

Applications (postmarked/received) after the last date for filing will not be accepted. The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. A "Civil Service Notification of Change Form" must be completed with our office.

SEND APPLICATIONS AND FURTHER INFORMATION TO:

Franklin County Personnel Office
355 West Main Street-Courthouse, Suite 311, Malone, NY 12953
Phone: (518) 481-1677 or (518) 481- 1665
www.franklincountyny.gov

GENERAL INSTRUCTIONS

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for an alternate examination date must be submitted to the Franklin County Personnel Office with application for examination. A decision will be made and the candidate will be notified by the Personnel Office of the determination.

ANTICIPATED ELIGIBILITY

If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate, if required, to the Franklin County Personnel Department. This proof must be submitted when you receive your licensure/certificate or it will result in the removal of your name from the eligible list.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may be required to undergo a State and National Criminal History Background Investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CHILDREN OF FIREFIGHTERS 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 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.

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. Franklin County Personnel Department reserves the right to terminate the continuous recruitment program.

ELIGIBLE LISTS

Eligible lists will be established in the order of final rating for successful candidates, and will be established for a period of one - four years unless exhausted prior to that date.

HEALTH REQUIREMENTS

Candidates must be medically and physically capable of performing the essential functions of the position and may be required to take examinations to establish this condition prior to employment.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

RESIDENCE

Unless otherwise stated all candidates are required to be legal residents of the County of Franklin for not less than thirty days immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

TIME AND PLACE OF EXAMINATION

Accepted candidates will be notified of time and place of the examination by letter sent via US mail. You are required to bring the letter of approval for admittance. Disapproved candidates will be so notified. The Personnel Officer does not make formal acknowledgment of the receipt of an application.

VETERAN CREDITS

Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit (MSD-332 VC1) form, with a copy of their military discharge papers (Form DD-214) with their application for examination or at any time prior to the establishment of the resulting eligible list. Disabled Veterans must also file two (2) copies of a Disability Record Authorization (MSD-390 9-02L (w) with Veterans Affairs. These forms are available at the Franklin County Personnel Department and must be filed within 30 days of the examination date.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No Credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

***SPECIAL NOTICE-VETERAN'S CREDIT:** Article 5, Section 6 of the NYS Constitution was amended to entitle veterans who have used non-disabled veteran credits for civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the U.S. Dept. of Veterans Affairs, **to additional credits for a subsequent appointment or promotion.** If you believe you may be eligible for additional veteran credits as a result of this change, please contact this office, and you'll be instructed regarding how to proceed.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

WEATHER EMERGENCIES:

On the rare occasion of a weather emergency requiring cancellation of an examination, an announcement will be posted to the Franklin County Personnel Office Facebook site, announced on NCPD, WSLP, WVNV and WICY radio stations, and telephone calls attempted to each candidate as soon as practicable following the determination. The State Local Examinations Department will be consulted the following Monday morning as to a new test date; however, there is no guarantee of rescheduling the test date.

WRITTEN EXAMINATION

This written 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 deals with the rating of examinations apply.