



## MUNICIPAL CIVIL SERVICE COMMISSION

"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York

City Hall, 14-18 Hammond Street, Port Jervis, New York 12771

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## COMMISSIONERS

Sally VonSauers

Joan McBide

Nina Balsamo

Cheryl Kent-Biccum  
Secretary

# EXAMINATION ANNOUNCEMENT

## SENIOR LIBRARY CLERK #70009250 PROMOTIONAL

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EXAMINATION DATE: **MAY 3, 2025**

LAST FILING DATE: **APRIL 3, 2025**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN **APRIL 3, 2025**

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A **\$20.00 non-refundable application fee** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the **CITY OF PORT JERVIS**. **Do not send cash!** Write the examination number (s) and the applicant's name and on the personal check or money order.

The eligible list resulting from this examination will be used to fill vacancies and any other appropriate full-time vacancy which may occur during the life of the list.

Salary range: \$18.00 TO \$23.00

There are no residence requirements to compete in this examination.

**DISTINGUISHED FEATURES:** The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity and supervisory responsibility. Work is performed under the general supervision of a higher-level Clerk or a Librarian. Supervision is exercised over Library Clerks, Pages, and Volunteers. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma:  
**AND**
- b) Two (2) years of clerical or customer service experience, one of which must have been in a library setting; Graduation from a regionally accredited or New York State registered college or university with an associate's degree can be substituted for one (1) year of general clerical or customer service experience.

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

1. **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 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.

2. **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 designed code provided in the directions.

3. **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.

4. **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 online at:

[www.cs.ny.gov/testing/localtestingguides.cfm](http://www.cs.ny.gov/testing/localtestingguides.cfm)

**CROSSFILING:** If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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 was in time of war, as defined in Section 85 of 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.

**GENERAL INFORMATION/INSTRUCTIONS:** Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or on the City of Port Jervis website. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**ALTERNATE TEST DATE:** If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A decision will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m., leave a voice mail or email [cherylkentbiccum@portjervisny.gov](mailto:cherylkentbiccum@portjervisny.gov).

**ISSUE DATE: MARCH 12, 2025**

Cheryl A. Kent-Biccum  
CS Commission Secretary