

**CITY OF WATERTOWN, CIVIL SERVICE COMMISSION**  
245 Washington Street, Room 205  
www.watertown-ny.gov  
Watertown, New York 13601

Issued: May 11, 2022

**ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR  
LIBRARIAN I  
EXAM # 69-383**

**FILING FEE:** \* A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION\* Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are accepted for online payments. See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**LAST FILING DATE:** Applications must be received no later than close of business (4:30 PM) **June 10, 2022.**

**VACANCIES:** The list will be used to fill vacancies as they occur at the Roswell P. Flower Memorial Library.

**SALARY:** \$48,302 - \$60,438

**RESIDENCY REQUIREMENT:** There is no residency requirement for this examination.

**DUTIES OF THE POSITION:** This position involves responsibility for basic level librarian duties. The Librarian I may serve as the head of a functional area of the library such as Teen Space, Genealogy, or the Children's area. Employees in this class are expected to perform specific applications of professional duties under the general supervision of the Library Director. Performs related work as required. **A complete job description is available from the Civil Service Commission.**

**MINIMUM QUALIFICATIONS:** A Master's Degree in Library Science from a library that is accredited by the American Library Association. These requirements must be met on or before the date of the exam.

**SPECIAL NECESSARY REQUIREMENT:** Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate within six (6) months of appointment.

**Subject 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 online on or before the last filing date **June 10, 2022, at 4:30 PM.**

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of June 10, 2022.

**The Training and Experience Questionnaire will be available on July 1, 2022. Approved candidates will be required to complete and submit this questionnaire between July 1, 2022 and midnight, July 31, 2022.**

**Candidates who fail to submit a questionnaire by midnight, July 31, 2022 will not receive a rating.**

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

## GENERAL INFORMATION FOR CANDIDATES

**HOW TO APPLY:** → Online Visit: <https://watertownportal.mycivilservice.com/exams> to apply to current exams. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination

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**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**ADDITIONAL CREDITS FOR 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 (10) 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS:** Please see the last page of the application for further information.

**SABATH OBSERVERS / DISABLED CANDIDATES / MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service Commission.

**MEDICAL EXAMINATIONS:** Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

**RATINGS REQUIRED:** Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to his examination.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time. The eligible list resulting from the promotional exam, if binding, will be used first.

**CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)