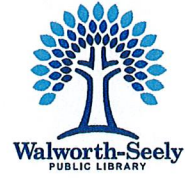


Walworth-Seely Public Library

Job Description for Support Staff (Library Page)



General Statement of Duties:

The work involves shelving and organizing library materials, minor cleaning, and simple routine clerical tasks. Work is performed under direct supervision of library clerks or library director. Requires no prior knowledge of library work.

Essential Job Functions:

- Shelf and organize returned library materials
- Locating items from a list to fulfill patron holds
- Arrange files and materials according to library filing rules
- Straighten up public library areas
- Minor dusting and cleaning as needed
- May assist at library programs
- Other duties as assigned by the Library Director or Library Assistant

Required Attributes:

- Ability to establish good rapport with all ages in groups or individually
- Initiative, versatility, flexibility, adaptability
- Excellent communication skills, both verbal and written
- Ability to understand and follow oral and written instructions
- Attention to detail and accuracy
- Ability to switch tasks quickly and effectively, and adjust to changing situations
- Ability to perform tasks consistently, in accordance with policies/procedures
- General knowledge of library operations and services
- Working knowledge filing and shelving rules
- Physical stamina to work consistently through the entire shift, including the ability to carry, bend, and reach from 6 inches to 6 feet
- Genuine interest in the work of a library
- Is a Team player

Minimum Qualifications:

A. If under the age of 18, you will need a valid employment certificate (working papers) in order to hold a job in New York State.

Compensation and Benefits

- Starting at \$12.50 per hour
- 3-12 hours per week, including some Saturdays
- Eligible for NYS Retirement System
- Membership in an Employee Assistance Program (EAP)
- Accrual of Paid Time Off after completion of one year of service



OFFICE USE ONLY:
Date of Application: _____
Received by: _____

Walworth-Seely Public Library
3600 Lorraine Drive ♦ Walworth, NY 14568 ♦ Phone: 315-986-1511 ♦ Fax: 315-986-5917
<http://www.walworthlibrary.org>

Employment Application

.....
PERSONAL INFORMATION: PLEASE PRINT

Name _____
Last First Middle

Address _____
Number Street City Zip

Home Phone _____ Cell Phone _____

Email address _____ Other Contact _____

.....
POSITION APPLYING FOR _____

_____ Part Time (< 20 hrs) _____ Full Time (> 20 hrs) _____ Substitute (Per Diem)
Please note: clerical positions at more than 20 hours per week are filled from the Wayne County Civil Service Lists

Available start date _____ Desired pay rate: _____

.....
Please circle your work availability:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening

[Mornings (9AM-12:15PM) Afternoons (12:15PM-5:15PM) Evenings (5:15 - 8:15PM)]

Are you under 18? yes no

If yes, please give you date of birth (MM/DD/YYYY): _____

Do you have a work permit? yes no

Are you currently employed yes no

If yes, may we contact your present employer? yes no

Are you legally permitted/authorized to work in the United States? yes no
(New hires will be required to provide proof of eligibility to work in the US prior to start date).

Have you been convicted of a felony within the last 7 years: yes no

If yes, please explain _____

Have you ever applied for a position at the Walworth Library before? yes no

If yes, when and for what position? _____

.....
In order for your application to be accepted for review, please include the following items:

- Letter of interest
- Resume
- NYS Civil Service Application
- Three references

.....
Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the Walworth-Seely Public Library.

Signature of applicant

Date

The Walworth-Seely Public Library will keep your completed application on file for six months.



Wayne County Human Resources

Employment/Civil Service Exam Application

Chris Kalinski, Human Resource Director

Qualified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional Reviewer's Initials _____	Position Applying For: _____ Examination # _____
-------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------

Name: _____
Last
First
Middle

Mailing Address: _____
Street
City
State
Zip

Social Security Number: _____

Date of Birth if applying for Deputy/Police Officer or Correction Officer: _____

Contact phone number: _____ Work Telephone number: _____

E-mail address: _____

Have you been a resident of Wayne County for at least one month? Yes ____ No ____ School District: _____

An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying.

- Were you ever convicted of any violation of law other than a minor traffic violation? Yes No
- Were you ever removed from any type of employment? Or resign rather than face dismissal? Yes No
- Were you ever discharged from the Armed Forces of the US which was other than "Honorable?" Yes No

If you answered Yes to any of these questions, you may give specifics under "remarks" on page 3 of this application. If you elect not to provide specifics, however, if such explanation is insufficient you may be required to submit further information.

Veteran Credits. If, for this examination you wish to claim additional credit as an Honorable discharge veteran, complete the appropriate section on the last page of this application. You must also complete the Application for Veteran Credit, available on website. DD214 MUST be submitted before eligible list is established.

Have you objection to this department making inquiry regarding your character and qualifications from:

Your former employers Yes No

Your present employer Yes No

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and accurate. Any false statements made may result in termination of employment. Applicants may also 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.

Signature

Date

Are you a Citizen of the United States? Yes No If no, do you have a legal right to work in the U.S.: Yes No

Do you have a valid New York State Driver's License? Yes No If yes, what class _____

LICENSE/CERTIFICATE Do you have a license, certification or other authorization to practice a trade or profession: Yes No

Name of Trade/Profession: _____ License/Certificate Number; _____

Licensing Agency: _____ Licensed from: _____ to: _____

EDUCATION

Have you received a High School Diploma: Yes No If no, have you received a General Equivalency Diploma (G.E.D.) Yes No

Name of High School _____ Check the highest grade completed 8 9 10 11 12

EDUCATION above high school level

Name of School	Location (State)	Course/Major	Credits Completed	Type of Degree	Date Degree Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TRAINING Other Training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received.

Course/Program	Hours
_____	_____
_____	_____

WORK EXPERIENCE

Describe your employment, including military experience, beginning with your current and most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average # of hours in the workweek, final salary, and reason for leaving, specific job duties, your job title, etc. must be shown. If you supervised, state how many people and nature of such supervision.

Name & Address of current or most recent employer _____

Starting Date: _____ Ending Date: _____
Month/Year Month/Year

Hours worked per week: _____

Reason for leaving: _____

Your job title: _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties: _____

WORK EXPERIENCE (continued)

Describe your employment, including military experience, beginning with your current and most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average # of hours in the workweek, final salary, and reason for leaving, specific job duties, your job title, etc. must be shown. If you supervised, state how many people and nature of such supervision.

Name & Address of employer _____

Starting Date: _____ Ending Date: _____
Month/Year Month/Year

Hours worked per week: _____

Reason for leaving: _____

Your job title: _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties: _____

Name & Address of employer _____

Starting Date: _____ Ending Date: _____
Month/Year Month/Year

Hours worked per week: _____

Reason for leaving: _____

Your job title: _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties: _____

Remarks:

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION: The information which you are providing on this application is being requested pursuant to Section 50.3 of the NYS Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination for which they have applied. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivision (b)(e) and (f). Failure to provide this information may result in disapproval of the application. For further information, relating only to the Personal Privacy Protection Law, call (518)457-9375.

ANNOUNCEMENT OF EXAMINATION

Before filling out the application, read carefully the announcement for this examination. When completing your application be sure to enter the title of position/examination applying for. YOU MUST SUBMIT A SEPARATE APPLICATION FOR EACH POSITION YOU ARE APPLYING FOR. FINGERPRINTING and Background checks may be required to determine suitability for employment for all positions.

ADMISSION TO EXAMINATION

Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the applicant. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualifications. Please call the Personnel Office immediately if you do not receive an admission notice within three days of the date of examination.

APPLICATION FEE FOR EXAMINATION

If the examination announcement indicates that an application fee is required for the examination for which you are applying, you must submit the required fee for each separate examination. The required fee amount for each examination will be listed on the announcement. Cash/Check/money orders will be accepted. Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

CHANGE OF ADDRESS

You must send written notification to this office of address change. Please include phone number, examination or eligible list you wish to update.

SPECIAL ARRANGEMENTS FOR EXAMINATIONS

If you need special arrangements because you are a Religious Observer (for religious reasons, cannot be tested on date of examination, or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 315-946-7483 no later than the last date of filing for this examination. Your request must include examination numbers and titles and the type of special arrangements required accompanied by all supporting documentation.

Wayne County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver 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 the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site co.wayne.ny.us

YOU MUST ALSO SUBMIT A VETERAN CREDIT APPLICATION – form available online

VETERAN CREDITS

Please submit a copy of your DD214 verifying the character of your discharge and dates of service.

Branch of Service: _____ From: _____ To: _____

If you are claiming credits as a disabled war veteran, you must in addition to meeting the requirements as indicated by a "YES" answer to questions 10A-D and a "NO" answer to question 10E, be certified by the veteran's administration as being entitled to receive payments for a service-connected disability rated at ten(10) percent or more, incurred during a "Time of War" as indicated in question C.

Check the appropriate box. Failure to do so, accurately and completely may result in denial of your claim. Disabled War Veteran
 Non-Disabled War Veteran

All claims and grants of veteran's credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification. All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded and you may be disqualified from further appointments on which you have been granted additional credits as a result of such material misstatement or fraud.

a. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof and the National Guard when in the service of the United States pursuant to call as provided by Law on a full-time basis other than active duty for training purposes.) YES NO

b. If "YES" did you receive a discharge which was honorable or were you released under honorable circumstances? YES NO

c. Did you serve in the Armed Forces of the United States during any of the following periods? YES NO
 – World War I...April 6, 1917-November 11, 1918
 – World War II...December 7, 1941-December 31, 1946
 – Korean Conflict...June 27, 1950-January 31, 1955
 – Vietnam Conflict...February 28, 1961-May 7, 1975
 – Persian Gulf Conflict...August 2, 1990-the date upon which such hostilities end;

OR
 Commissioned corps of the US public health services; YES NO
 July 29, 1945-September 1, 1945 and June 26, 1950-1952

OR
 The armed forces expeditionary medal, navy expeditionary medal, or Marine Corps expeditionary medal for: YES NO
 – Hostilities in Lebanon...June 1, 1983-December 1, 1987
 – Hostilities in Grenada... October 23, 1983-November 21, 1983
 – Hostilities in Panama...December 20, 1989-January 31, 1990

d. Are you currently a resident of New York State? YES NO

e. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? YES NO