

Library Clerk I (Floating)

OCPL is seeking a Full-Time Library Clerk I for a floating position. This position serves as a primary contact point for patrons using the library. The successful candidate will have a welcoming attitude, be enthusiastic about working with a team, and able to adapt to multiple work environments. The Floating Library Clerk I works at all 8 city branch locations, deployed to cover staff absences where needed. Hours may include evenings and Saturdays. Schedules are prepared a month in advance, but a Floating Library Clerk may be called upon to change locations with short notice.

TYPICAL WORK ACTIVITIES:

- Performs routine searches of and updates to computer records.
- Issues borrowers cards according to library procedures.
- Performs routine circulation, reserve and overdue functions.
- Inspects returned materials for damage.
- Provides information to public on circulation rules, policies, and procedures.
- Makes and checks routine arithmetic computations.
- Operates office machinery such as photocopiers, fax machines, computers, and self-check-out machines.
- Arranges or files materials according to library filing rules.
- Answers the telephone and takes messages.
- Calls patrons to deliver messages or information on library materials.
- Maintains confidentiality of library users' records.
- Attends staff meetings and contributes to work-related discussions.
- Reads business emails on a regular basis to keep informed of updates, issues, and new or revised policies and procedures.
- Keeps work areas neat and clean.
- May transport books and/or library materials from one location to another within a building.
- May be assigned responsibilities related to the collection, transmission and security of monies.
- May be assigned responsibilities related to the opening and closing of the library facility.

SKILLS AND ABILITIES:

- Working knowledge of office terminology, procedures and equipment as applied to library clerical work.
- Working knowledge of business arithmetic.
- Working knowledge of library filing and shelving rules.
- Ability to understand and follow oral and written instructions.
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately.
- Tact and courtesy in dealing with staff and public.

Salary: \$37,669/year

Pursuant to the Civil Service Rules for provisional appointments, you will be required to take the next Civil Service exam for Library Clerk I, pass and be reachable for permanent appointment.

To Apply: Please fill out the Onondaga County Application for Open Competitive Examination on the Employment page of our website (please note there is no fee required at this time). Return the application along with cover letter and resume to the Central Library or email it to Aimee Newton, Personnel Administrator, at aimeenewton@onondaga.gov by **July 31, 2026**.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Phone 315-435-1900 Fax 315-435-8533 www.onlib.org

Amanda Perrine, Executive Director

Beauchamp Branch * Betts Branch * Hazard Branch * Mundy Branch
Paine Branch * Petit Branch * Soule Branch * White Branch

ONONDAGA COUNTY APPLICATION FOR OPEN COMPETITIVE EXAMINATION Form P-200 rev 09/2019

MAIL OR DELIVER TO: Onondaga County Department of Personnel, 421 Montgomery Street, 13th Floor, Syracuse NY 13202-2959 Phone (315) 435-3537
❖www.ongov.net

Job / Exam Title

TYPE OR PRINT CLEARLY IN INK

Exam #

NAME AND ADDRESS: IMMEDIATE notice should be given to this office if any changes in name or address occur.

Last Name	First Name	Middle	Social Security #
Legal Address:			Mailing Address (If different from legal):
Street			Street or PO Box
Apt/Rd#			City/Village
City/Village			State ZIP
Town			E-Mail Address
School District			Home Phone ()
County			Work Phone ()
State	ZIP		Cell Phone ()

ADDITIONAL INFORMATION

1. If you were ever dismissed or resigned in lieu of dismissal from any public (government) employment due to disciplinary reasons, explain below.
2. If you need special exam arrangements (religious accommodation or disabled), indicate accommodations needed below.

Use This Space For Explanations

VETERAN'S CREDIT: ☐ Veteran ☐ Disabled Veteran ☐ Currently On Active Duty

Documentation of your veteran status (i.e. discharge papers) should be attached to your application or mailed to this department prior to the eligible list establishment date. Current active duty military personnel must provide proof of active military status at time of application to receive conditional credit.

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

COMPLETE FOR LAW ENFORCEMENT, CORRECTION, CUSTODY, FIREFIGHTER

1. Are you a citizen of the United States? ☐ YES ☐ NO
2. Date of Birth ____ / ____ / ____
3. Law enforcement, Correction and Custody positions: You must complete form P-202 and attach it to your application.

Payment Enclosed: ☐ Check # _____ ☐ Cash ☐ Money Order ☐ Visa ☐ MC ☐ Discover ☐ Waived (proof must be attached)

DECLARATION (this affirmation *must be signed and dated*) I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

APPLICANT'S SIGNATURE _____ **DATE** _____

PERSONNEL DEPARTMENT USE ONLY: Reviewer _____ Date _____ Approved ☐ Disapproved ☐

Comments: _____
_____ Recv'd By _____

Name _____

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Education: If more space is needed, attach additional sheets.	Years Completed	Graduated yes /no	Major Course of Studies	College Credits Received	Type of Degree Receive	Date Degree Received
Name of High School or Equivalency			XXXXXXXX XXXXXXXX	XXXXX XXX	XXXXX XXXXX	XXXXXX XXXXXX
Name of College, University, Professional or Technical School						
Name of Other Schools or Special Courses						

License Do you possess a license to practice a trade or profession? YES ☐ NO ☐ License/certificate# _____

Name of trade or profession _____ Licensing Agency _____

City/State _____ Original Issue Date _____ Expiration Date _____

Driver's License (Complete only if the position for which you are applying requires one.) Number _____

Date of Expiration _____ Class of license _____ Endorsements _____ Restrictions _____

School Bus Driver candidates: Date of Birth: _____

Experience: You must complete this section whether or not you submit a resume. **Describe any employment, volunteer experience or military service that qualifies you for the position sought.** Duties: Describe the nature of the work with estimated % of time on each type of work. If more space is needed, attach additional sheets. **All statements are subject to verification.**

Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above.		
Hours per week			
Reason for Leaving			

**ONONDAGA COUNTY DEPARTMENT OF PERSONNEL
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The following information is voluntary and will be maintained confidentially.

SOCIAL SECURITY #: _____

EXAM TITLE: _____

EXAM DATE: _____

MALE ☐

FEMALE ☐

☐ **White/Non-Hispanic**

☐ **Black**

☐ **Hispanic**

☐ **Asian/Pacific Islander**

☐ **American Indian/Alaskan Native**

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation. Onondaga County's programs are accessible to all as required by 45FR84.22B. If you have a disability for which you wish accommodation in visiting a county office or in receiving county services, please contact the head of the respective department or his/her representative to make arrangements. Onondaga County's Equal Employment Program and compliance with the Vocational Rehabilitation Act (Section 504) is coordinated by the County Personnel Department. NOTE: Federal law requires employers to hire only U.S. citizens or aliens with the authorization to work in the U.S. Federal Law also requires that at the time of appointment, you provide to the employer certain information, including date of birth, country of origin, right to work in the U.S., and to provide for review certain documents establishing your identity and work authorization, such as birth certificate, etc.