MUNICIPAL CIVIL SERVICE COMMISSION
"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York
City Hall, P.O. Box 1002, 20 Hammond Street,
Port Jervis, New York 12771
(845) 858-4052
pjcsc@portjervisny.gov

COMMISSIONERS

Yvonne Duryea, Chairperson

Nina N. Balsamo

Lisa Perkowski

EXAMINATION ANNOUNCEMENT
LIBRARY CLERK #26-1212
OPEN COMPETITIVE

EXAMINATION DATE: DECEMBER 12, 2026

LAST FILING DATE: NOVEMBER 16, 2026
APPLICATIONS MUST BE POSTMARKED NO LATER THAN **11/16/26**

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 vacancies which may occur during the life of the list.

Salary range: AS PER CONTRACT

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher-level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

MINIMUM QUALIFICATIONS:
Completion of high school or equivalent GED;

SUBJECT OF EXAMINATION: Written test designed to test for the knowledge, skills and/or abilities in such areas as:

1. SPELLING
These questions test your ability to spell words that are used in written business communications.

2. RECORD KEEPING
These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more "sets" of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percent.

3. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS
These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

CALCULATOR STATEMENT: Candidates are permitted to use either a handheld, battery operated or light sensitive calculator or a slide rule for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination.

SPECIAL TESTING ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodation 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 PORT JERVIS CIVIL SERVICE COMMISSION, 20 HAMMOND STREET, PORT JERVIS, NY 12771 as soon as possible before the testing date.

SECTION 23.2: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

A Guide for the Written Test for Clerks is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates who do not have access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting the examination using the contact information found elsewhere on this announcement.

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.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' 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. **No credit may be granted after the establishment of the list**. Applications for veterans' credit and 0T-252 forms for disabled veterans are available in the commission 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 9:00 a.m. to 5:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or by sending a stamped, self-addressed legal-size envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. 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 knowledge 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 determination 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 9:00 a.m. and 5:00 p.m.

ISSUE DATE: November 3, 2026

Nina N. Balsamo
Civil Service Commission