

CITY OF BROOKLYN
MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING - ONE LOUISIANA PLAZA, BROOKLYN, NEW YORK

**PROBATIONARY CLASSIFICATION
FOR
MUNICIPAL LIBRARY CLERK
BROOKLYN PLAZA CLASSIFICATION**

TEST DAY INFORMATION:
APRIL 8, 2024
8:00 AM - 12:00 PM

TEST CENTER INFORMATION:
MAY 4, 2024

JOB DUTY INFO:	A. Duties include the most necessary job applications.
YEARLY SALARY:	The rights are restricted as a result of the examination will be used to fill vacancies on the next on the Brooklyn Public Library.
REQUIREMENTS:	Candidates must have three legal residents of the City of New York for at least six (6) months preceding the date of the written examination and must have maintained that residency at time of appointment.
QUALIFY:	Applicants registered on SCALARSON.COM/SCARSON
DETERMIN:	The work involves responsibility for performing a variety of moderately difficult library clerical duties necessary for the proper organization and distribution of library materials. The work is performed under general supervision, with training allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates, employees and volunteers. Close-related work is required.
NOTE:	Candidates must have a minimum of a high school equivalency diploma and be able to read, understand, and use English fluently and with sufficient skill to perform the duties of the job with the City of Brooklyn Public Library.
QUALIFYING INFORMATION:	

REQUIREMENTS FOR CANDIDATES:

Requirements of working in a library:

These questions are designed to evaluate the candidate's knowledge about the common terms and concepts used in libraries such as a library (e.g., Circulation, Reference, Technical Processing, etc.), the procedures associated with shelving, sorting, checking out and receiving library materials, and the proper methods of using equipment commonly found in a library such as shelving, processing and storing library materials.

Class and number of books:

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 from the entry in the first column, compare with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

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 customer and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perceptions, personalities, and

Library Clerk Written Exam

Sabine Zange



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exam including but not limited to office record keeping fundamentals of library work name and number checking understanding and preparing written material interacting with the public supervision and more *Library Clerk II* National Learning Corporation,2019-02 The Library Clerk II Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to office record keeping fundamentals of library work name and number checking understanding and interpreting written material interacting with the public and more **Library Clerk M.** Rudman,2019-02 Library Clerk, Questions & Answers National Learning Corporation,1979 **"Code of Massachusetts regulations, 2005"** ,2005 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **"Code of Massachusetts regulations, 2014"** ,2014 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **"Code of Massachusetts regulations, 2004"** ,2004 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **Master The Civil Service Exam** Shannon R. Turlington,2009-10-05 This civil service exam prep guide provides all the math verbal and clerical exercises necessary to pass the exams plus four full length practice tests with detailed answer explanations *"Code of Massachusetts regulations, 2012"* ,2012 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *CompTIA Network+ CertMike: Prepare. Practice. Pass the Test! Get Certified!* Mike Chapple,Craig Zacker,2023-04-11 A laser focused and job ready blueprint for success on the CompTIA Network exam and a running start on your first or next job in tech CompTIA Network CertMike Prepare Practice Pass the Test Get Certified Exam N10 008 delivers a no nonsense straight to business guide to acing the CompTIA Network test on your first attempt Veteran tech experts and educators Mike Chapple and Craig Zacker walk you through every step you ll need to take on the N10 008 exam from networking fundamentals implementations and operations to network security and troubleshooting Ace the test using the proven CertMike approach Prepare CertMike is your personal study coach guiding you through all the exam objectives and helping you gain an understanding of how they apply to on the job tasks Practice Each chapter includes two multiple choice practice questions Work through the detailed explanations to evaluate each answer option and understand the reason for the best answer Pass On exam day use the critical knowledge you ve learned when you re ready to take the test You ll feel ready and confident to pass the exam and earn your certification The book skips the fluff and gets right to the point of getting you familiar with network basics and on the road to an in demand certification and a new career as a network technician or admin You ll also get complimentary access to additional Sybex online study tools including a bonus practice exam and audio recordings of the book s CertMike Exam Essentials A can t miss roadmap to success on the Network exam CompTIA Network CertMike Prepare Practice Pass the Test Get Certified Exam N10 008 is the

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