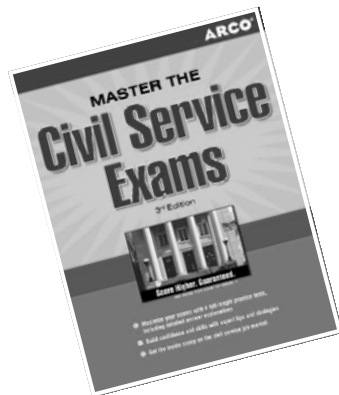


Some examples of library civil service titles you might be interested in:

- Clerk
- Page
- Cleaner
- Senior Library Clerk
- Principal Library Clerk
- Typist
- Typist Clerk
- Typist Clerk (bilingual)
- Senior Library Clerk
- Senior Typist Clerk
- Library Aide
- Cultural Programmer
- Information Technologist I

For a complete list of titles, visit the website; or ask at your local public library about information about and study exam guides.



For information about Nassau Public Libraries visit the Nassau Library System at <http://www.nassaulibrary.org>

To become a member of the Nassau County Library Association



Go to <http://ncla.info>

prepared by the Civil Service Committee of Member Library Directors and the Nassau County Library Association



How To Get a  
**CIVIL SERVICE**  
Job in  
**NASSAU LIBRARIES**

## What is Civil Service?

Anyone who works for the federal, state or local government is considered a civil servant. Civil service jobs include both professional and non-professional positions.

## Some words you might need to understand before you get started:

**Eligible List:** Applicants must take an exam to be added to an eligible list. The applicant is placed on a list according to the exam score and is canvassed for open positions in that order.

**Open Competitive:** Any job candidate that meets the necessary qualifications may apply.

**Promotional:** An applicant must currently serve in a particular position within an organization requesting the promotional list.

**Continuous Recruitment:** Some exams are offered on a continuous basis. Candidates who qualify will be added to the list and canvassed for positions as they become available. Candidates remain on the list for one year or until they are appointed, whichever comes first.

## Do you have any questions about Nassau County Civil Service?

Call them at (516) 572-1896.

## Information about Civil Service positions in libraries in Nassau County:

- All positions require legal Nassau County residency for at least one year.
- Educational requirements vary by position.
- Some positions may require a competitive exam.
- There is a non-refundable examination fee which must be submitted in the form of a certified check or money order at the time of filing.
- It will take approximately six months after you take the exam to receive a notice of rating in the mail.
- You cannot start working until your appointment has been approved by Civil Service.
- Read the entire exam announcement carefully.
- Be sure to sign the application before mailing it to Civil Service.

## To obtain exam announcements and/or applications:

- Visit the Nassau County Civil Service website at [www.nassaucivilservice.com](http://www.nassaucivilservice.com)
- Contact Nassau County Civil Service.  
Nassau County Civil Service Commission  
40 Main Street, Hempstead, NY  
(516) 572-1896
- Visit your local public library.

The following libraries and library system, are NOT governed by the Nassau County Civil Service Commission. If you are interested in a position at any of these libraries, please apply directly:

### Bayville Free Library:

34 School St., Bayville NY 11709 (516) 628-2765

### Glen Cove Public Library:

4 Glen Cove Ave., Glen Cove, NY 11542 (516) 676-2130

### Great Neck Library:

159 Bayview Ave., Great Neck, NY 11021 (516) 466-8055

### Locust Valley Library:

170 Buckram Rd., Locust Valley, NY 11560 (516) 671-1837

### Long Beach Public Library:

111 W. Park Ave., Long Beach, NY 11561 (516) 432-7201

### Oceanside Library:

30 Davison Ave., Oceanside, NY 11572 (516) 766-2360

### Bryant Library (Roslyn):

2 Paper Mill Rd., Roslyn, NY 11576 (516) 621-2240

### Nassau Library System:

900 Jerusalem Ave., Uniondale, NY 11553 (516) 292-8920

