

APPLYING FOR WESTCHESTER CIVIL SERVICE

1. Apply online with the Westchester County Department of Human Resources (civil service) to get on the appropriate list - Librarian I, Librarian I (Children's Services), Librarian II, etc. There is a \$40 fee.
 - a. Instructions: <https://humanresources.westchestergov.com/applying-online>
 - b. Exam List: https://exams.westchestergov.com/webexam/CR/LIBRARY_SERVICES/listOpenToAllExams.htm
 - c. Exam details: <https://www.westchestergov.com/hr/onlineexam/CR/OC/62705.htm>
2. After you apply you will receive a letter saying you are eligible to take the "exam," which is really just an evaluation by way of a detailed questionnaire about the applicant's education, training and employment background. The higher the score the easier a permanent placement is, so elaborate as much as possible about all librarian duties and experience, plus all the conferences and training attended.
3. The scoring of the exam can take anywhere from 4-12 weeks. Any start date will depend on when the exam results are released and where you place on the Civil Service list for the exam you took (Librarian I, Librarian I (Children's Services), Librarian II, etc.).