

Job Opportunity



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

Library Technical Assistant I—Government Publication Section

Three (3) Positions Available

Posting Date: October 26, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Looking for a career in Government Documents? Do you have the skills to organize and disseminate information to the California libraries involved in the Federal Depository Library Program? The California State Library is seeking a talented paraprofessional to work with and promote the great federal treasures in our collection.

You may access the full duty statement by visiting CSL's jobs page:

<http://www.library.ca.gov/about/jobs/jobs.html>

DESIRABLE QUALIFICATIONS:

- Experience in basic reference service
- Experience in customer service
- Experience in basic library paraprofessional work
- Ability to understand, organize and manage workflows to work efficiently
- Ability to respond flexibly and with tact to changing priorities and assignments with short timeframes
- Ability to communicate effectively

Application Process:

Establish Eligibility: Current state employees with status as a Library Technical Assistant I or lateral transfers from an equivalent class are eligible. Former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are also eligible to apply.

Apply for the Position: Complete a standard state examination/employment application form (STD 678) electronically at <https://jobs.ca.gov/Public/StateForms.aspx>, clearly indicating the basis of your eligibility (list, transfer, or reinstatement [**Do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678.

- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

- You can also mail or hand deliver your completed application to the California State Library (CSL):

⇒ Mail: Human Resources Services Office, Attn: Angela Duprey, PO Box 942837, Sacramento, CA 95814

⇒ In Person: HRSD Drop Box, 1st Floor Lobby, 900 N Street, Sacramento, CA 95814, Attn: Angela Duprey

or

- Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

Additional Information: SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointment, including Training & Development (T&D) Assignments will be considered, and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the Library Technical Assistant I are available here:

<http://www.calhr.ca.gov/state-hr-professionals/pages/1307.aspx>.

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



▶ PC # 2201, 2288, & 2297

▶ PERMANENT/FULL-TIME

▶ \$2,897 - \$3,627/MONTH

▶ FINAL FILE DATE:
NOVEMBER 10, 2016

Located across the street from the State Capitol, the Stanley Mosk Library & Courts Building houses the Information Services Section, Witkin State Law Library of California, Government Publications Section, and the Office of the State Librarian and shares space with the Third Court of Appeal.

The State Library serves the people of California :

- It is the central reference and research library for state government and the Legislature.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

Phone: 916-654-0202

E-mail: csljobs@library.ca.gov

Website: www.library.ca.gov