

Job Opportunity



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

Librarian—Witkin State Law Library

One (1) Position Available

Posting Date: August 5, 2016

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

Do you have the skills for investigating law related documents and California legislative materials? The California State Library is seeking a talented, progressive professional librarian to explore the intricacies of reference work, to develop programs, and to share the many great treasures held 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 researching legal materials
- Experience in researching and writing legislative histories
- Ability to plan, organize and manage programs or projects
- Excellent interpersonal skills applying verbal and written communication with government, legislative, and legal officials, and the general public
- Ability to take initiative and respond flexibly and with tact to changing priorities and assignments with short timeframes

Application Process:

Establish Eligibility: Current state employees with status as a Librarian 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/Profile/StateApplication>, 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 Librarian are available here: <http://www.calhr.ca.gov/state-hr-professionals/Pages/2951.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 # 2300

▶ PERMANENT/FULL-TIME

▶ \$4,386-\$5,489/MONTH

▶ FINAL FILE DATE:
AUGUST 19, 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.

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Website: www.library.ca.gov