



## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

**CLASSIFICATION:** *LIBRARY TECHNICAL ASSISTANT I*

**TENURE/TIME BASE:** *PERMANENT/FULL TIME*

**BUREAU/SECTION:** *STATE LIBRARY SERVICES/ WITKIN STATE LAW LIBRARY*

**SALARY:** *\$2771 - \$3369*  
*(Salary will be adjusted accordingly to comply with the furlough program)*

**SUMMARY:** Under the direct supervision of the Supervising Library Technical Assistant II, the incumbent provides paraprofessional support to CSL operations, answers simple reference and directional questions, provides circulation services, processes interlibrary loans, and participates in collection maintenance activities. Incumbent is a member of the information services team that provides services to all CSL patrons.

### **DUTIES:**

- **Public Services:** Staffs CSL public service desks. Monitors e-mail and other electronic messaging systems. Assists professional staff in answering simple reference and directional questions, using the research collection, online databases, and the Internet. Completes and tracks reference questions in the library's automated reference tracking system. Assists patrons with bibliographic searches and the use of library materials in all formats. Orients patrons to library equipment. Performs simple maintenance of library equipment. Registers borrowers and updates existing borrower records. Pages library materials for patrons, notifies patrons when materials are ready to be used or charged out, and re-shelves materials in library stacks. Charges and discharges library materials. Scans or faxes content to patrons. Explains library policies and procedures in a professional and courteous manner.
- **Collection Maintenance:** Oversees daily shelving routines and identifies priorities to minimize backlogs. Maintains microform files, including daily re-filing of microform items. Maintains current legal newspaper collection both in paper and microform. Updates and files loose leaf supplements and revisions. Creates item records and barcodes the Law collection. Prepares, delivers, and retrieves items for library's Preservation Dept. Maintains city and county code collections. Assists with stack maintenance duties, including shelf-reading, shifting and straightening.
- **Interlibrary Loans:** Using the OCLC interlibrary loan subsystem (as well as traditional interlibrary loan methods), processes, fulfills, and discharges interlibrary loan requests. Updates information for borrowing libraries. Maintains statistics for interlibrary loans.
- **Miscellaneous Duties:** Works on special projects, as assigned. Participates on library committees and helps to achieve the objectives contained in the library's strategic plan.

## **KNOWLEDGE AND ABILITIES:**

- Knowledge of library public services and technical processes at the paraprofessional level.
- Ability to operate standard office word processing, e-mail, spreadsheet, and database programs.
- Knowledge of, and experience with, complex filing schemes.
- Basic knowledge of library cataloging and classification, especially Library of Congress classification.
- Knowledge of library circulation, patron registration, and collection management routines.
- Knowledge of, and experience with, one or more integrated library systems.
- Knowledge of, and experience with, equipment such as scanners, fax machines, and microform readers.
- Aptitude for detail work and ability to complete tasks accurately and in a timely manner.
- Ability to exercise good judgment, to evaluate situations accurately, and to take effective action.
- Ability to prioritize workflow efficiently.
- Ability to maintain regular, consistent, predictable attendance.

## **INTERPERSONAL SKILLS:**

- Works both independently and in a team environment.
- Communicates effectively, courteously, respectfully, and sensitively, both orally and in writing.
- Ability to work cooperatively with staff at all levels within the California State Library.
- Ability to maintain good relations with the public.
- Exhibits a positive, professional and friendly service approach while dealing with staff and patrons.
- Effectively manages work and communication with staff and patrons under sometimes stressful situations.

## **WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:**

### **WORK ENVIRONMENT**

- Incumbent will spend time in a cubicle in an office setting; will work on a public service desk; and will perform collection maintenance in library stacks.
- Incumbent will deal with a variety of patrons while staffing a public service desk.

### **PHYSICAL ABILITIES**

- Ability to stand and walk for long periods of time.
- Ability to sit at a computer workstation and view a computer monitor for long periods of time.
- Ability to move fully laden book carts and lift and carry up to 35 pounds.
- Ability to climb book stack ladders and retrieve library materials from shelves 9 feet off the ground.
- Ability to turn manually-operated compact shelving handles.
- Ability to operate a keyboard, mouse, and other standard electronic office equipment.
- Ability to stoop, bend and reach.

## **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

**EQUAL OPPORTUNITY EMPLOYER**