



April 22, 2015

JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	OFFICE ASSISTANT (General)
<u>TENURE/TIME BASE:</u>	PERMANENT/FULL TIME
<u>BUREAU/SECTION:</u>	STATE LIBRARY SERVICES/CALIFORNIA HISTORY SECTION
<u>SALARY:</u>	RANGE A \$2,115 - \$2,647 per month RANGE B \$2,326 - \$2,910 per month

SUMMARY: The California History Section of the Special Collections of the State Library Services Bureau provides timely, customer service based information to researchers regarding the Section's major collection of documents about California's rich history, which includes books, maps, newspapers, periodicals, pictorial materials, and ephemera.

DUTIES: Under the general supervision of the Library Technical Assistant II, the incumbent will file library materials, performing shifting as necessary, prepare interlibrary loan materials for shipping, staff the public desk, run errands for the Section, process photocopy and photograph orders, and complete simple maintenance and cleaning of microfilm and photocopy machines.

Inputs data using computer-based word processing programs and online circulation and bibliographic system. Inputs borrower applications in online circulation system. Types and proofreads collection lists, photo services order forms and catalog cards. Prepares and types labels for collection identification and photo service orders. Runs errands for the section, including delivery and pickup to other sections.

Repairs and re-types new labels for the microfilm boxes as needed. Cleans computers and microfilm machines as needed. Completes simple maintenance procedures on office equipment including microfilm and photocopy machines.

Under the guidance of the Interlibrary Loan Librarian and Library Technical Assistant, pulls materials for interlibrary loan requests and prepares them for mailing. Processes photocopy orders for interlibrary loan requests.

Staffs the Information desk and answers directional questions. Pages materials for patrons and staff. Assists patrons in the microform reading room with equipment and materials. Takes and processes photo services orders. Charges and discharges library materials. Processes and completes photocopy requests. Keeps statistics on all patron interactions.

Files large numbers of books, microform materials, correspondence, photographs, textual file materials, periodicals, maps, pictorial materials and other special collection items. Assists with stack maintenance duties including shelf-reading, shifting, straightening and labeling. Organizes newspapers for use. Adds new photo negatives to the collection.

Inputs data using computer-based word processing programs and online circulation and bibliographic system. Inputs borrower applications in online circulation system. Types and proofreads collection lists, photo services order forms and catalog cards. Prepares and types labels for collection identification and photo service orders. Runs errands for the section, including delivery and pickup to other sections.

Repairs and re-types new labels for the microfilm boxes as needed. Cleans computers and microfilm machines as needed. Completes simple maintenance procedures on office equipment including microfilm and photocopy machines.

DESIRABLE QUALIFICATIONS:

- Experience with complex filing.
- Experience working in a customer service environment.
- Knowledge of computer operating systems and standard software programs.
- Ability to understand workflows and library procedures to accomplish work efficiently, with attention to detail.
- Ability to maintain good relations with the public and library staff.
- Ability to interpret guidelines and library policies and consistently apply them.

APPLICATION PROCESS:

Eligibility to Apply: Individuals who currently work for the state of California, either as an Office Assistant or in some other classification that is eligible to transfer into the Office Assistant classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the Office Assistant classification are eligible to apply. All methods of appointment, including Training and Development (T&D) Assignments will be considered, and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard state application (STD 678, Revised 10/2013) with original signature to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA, 94237-0001. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov. Applications may also be delivered in person to the Human Resources Services Office drop box, California State Library, 900 N Street, First Floor, Sacramento, CA, 95814.

All applicants must clearly indicate the basis for their eligibility (list, transfer, reinstatement) in the "Examination(s) or Job Title(s) for which you are applying" section on the standard state application form (STD 678). If you are eligible because you are on a list, you do not need to indicate which type

of list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification title you wish to review.

Applications will be screened and only the most qualified applicants will be considered for an interview.

Applications will be accepted through the final filing date, which is May 8, 2015.

EQUAL OPPORTUNITY EMPLOYER

The State of California 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, 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.