



October 3, 2014

## JOB OPPORTUNITY

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

**CLASSIFICATION:** *LIBRARIAN*

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

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

**SALARY:** *\$4279 - \$5355*

**SUMMARY:** Under the supervision of the Principal Librarian, the incumbent in this position provides legal and general reference assistance to patrons. The incumbent also serves as a resource in collection management and maintenance as well as a resource on special projects.

**DUTIES:**

- **Reference Services.** Provides reference and information services by responding to patron inquiries received in the Witkin State Law Library and other public service sections by telephone, Internet, mail, patron visits and chat lines. Assists patrons with research on legal and related questions, including the use of online legal research applications, search strategies and equipment. Performs bibliographic searches utilizing online or hardcopy formats, consults reference resources, published primary and secondary legal resources, other State Library departments, and other libraries.
- **Collection Development, Management and Maintenance.** Serves as a resource specialist to clerical staff, assists in updating legal and legislative resources, analyzes the bibliographic and physical arrangement of the collection. Participates in selection and cancellation of legal materials. Assists the State Library's Technical Services Section by supplying bibliographic description and holdings information. Develops and maintains programs related to electronic records management, preservation issues and Internet functions.
- **Special Projects and Assignments.** Provides research and reports as requested by the Principal Librarian, the Chief of State Library Services, and the State Librarian's Office. Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan. Participates in professional development and continuing education activities and events.

### **KNOWLEDGE AND ABILITIES:**

- Experience with, or knowledge of, legal reference service techniques and practices.
- Knowledge of the principles, trends and practices of professional library work.
- Knowledge of standard library reference sources and research methods, particularly in law.
- Ability to prioritize assignments and work independently to accomplish tasks.
- Ability to use computers, including standard office software programs such as Excel and Word.
- Ability to interpret complex guidelines and apply them independently.
- Basic familiarity with the structure of electronic bibliographic records, Library of Congress (LC) classification, LC subject headings, and the OCLC cataloging and interlibrary loan systems.

### **INTERPERSONAL SKILLS:**

- Works both independently and in a team environment.
- Communicates courteously, respectfully, and sensitively, both orally and in writing.
- Works effectively and corporately with colleagues and patrons who have diverse backgrounds, personalities, and approaches to work.
- Exhibits a positive, professional and friendly service approach while dealing with staff and patrons.
- Ability to effectively manage work and communication with staff and patrons under sometimes stressful situations.
- Exercises good judgment and evaluates complex situations accurately.

### **PHYSICAL ABILITIES:**

- Ability to sit for extended periods of time at public services desks and in staff offices.
- Ability to operate a PC for extended periods of time, with assistive technology, if necessary.
- Ability to operate microfiche/microfilm machines and scanners.
- Ability to handle large, heavy library books and other library materials.
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight.
- Ability to turn handles on compact shelving units filled with library materials.

### **WORK ENVIRONMENT:**

- Uses a PC for extended periods of time.
- Serves as a member of a team providing public reference service during normal library business hours of 9:30 AM-4:00 PM, Monday through Friday. During the absence of other staff or to meet assignment deadlines, flexibility in hours is required.
- Transacts business with customers in person, on the telephone, and through electronic communications.
- Provides customer service to a diverse community.
- Work assignments may involve travel to various locations, depending on operational needs.

### **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 HRSO Drop Box, Library Building, 900 N Street, First Floor. **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). All methods of appointment will be considered and 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until October 17, 2014. Application received after October 17, 2014 will not be accepted. 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**