

April 24, 2013



JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	<i>LIBRARIAN</i>
<u>TENURE/TIME BASE:</u>	<i>PERMANENT/FULL TIME</i>
<u>BUREAU/SECTION:</u>	<i>STATE LIBRARY SERVICES/ WITKIN STATE LAW LIBRARY</i>
<u>SALARY:</u>	<i>\$4195 - \$5097</i> (Salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: Under the supervision of the Principal Librarian, the incumbent in this position is primarily responsible for providing law reference assistance to patrons, both on a public service desk and remotely. This person is also the lead coordinator in providing text and operative dates of criminal statutes to other state agencies. This person is also a member of the public service librarian team that provides reference assistance to all patrons of the State Library.

DUTIES:

- **Reference Services.** Delivers reference and information services by responding to patron inquiries received by the Law Library and other sections of State Library Services. Performs bibliographic searches in the online catalog or in other online or hardcopy databases; consults reference resources in online or hardcopy formats, including published secondary legal authorities, and recommends appropriate publications for patron use; and makes referrals, as appropriate, to other CSL public services sections, other libraries, or Internet resources. Acts as lead employee and coordinator for requests from other state agencies for text and operative dates of older criminal statutes, especially inquiries from the Dept. of Justice and California Dept. of Corrections and Rehabilitation for "Megan's Law" statutes.
- **Interlibrary Reference.** When the State Library's collections and online resources do not have specific resources necessary to fully answer reference questions, identifies resources of other libraries and initiates requests to those libraries for needed materials.
- **Bibliographies, Pathfinders, Links and Training.** Prepares and updates guides to information resources for staff, patrons and users throughout the state. This includes revising and updating "Witkin State Law Library – Selected Legal Links" which as well as being used in the State Library, is distributed to numerous other individuals and state agencies (POST, Legislative

Librarian
Permanent/Full Time

PC # 3567

SLS/LAW
Final File Date: Open Until Filled

Counsel, Caltrans etc.) The position also teaches classes and conducts research training for other librarians and state workers.

- **Special Projects and Assignments.** Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan. Provides research and reports as requested by the Principal Librarian, the Chief of State Library Services, and the State Librarian.
- **Collection Maintenance and Development.** Participates in the selection/cancellation of commercially published law resources; participates in the selection/placement of depository items in Law or Government Publications and prepares lists of cancelled materials for distribution to users and internal use.

DESIRABLE QUALIFICATIONS:

- Ability to prioritize assignments and work independently to accomplish tasks.
- Work both independently and in a team environment.
- Communicate thoughts courteously, respectfully, and sensitively, both orally and in writing.
- Ability to work cooperatively with staff at all levels within CSL.
- Maintain good relations with the public and library staff.
- Exhibit a positive, professional and friendly service approach with dealing with staff and contacts.
- Work under stressful situations.
- Maintain regular, consistent, predictable attendance.
- Exercise good judgment.
- Ability to evaluate situations accurately and take effective action.

KNOWLEDGE AND EXPERIENCE:

- Experience in providing reference service to patrons in person, by phone and online, particularly in law.
- Knowledge of principles, trends and practices of professional library work.
- Knowledge of standard reference sources and research methods, particularly in law.
- Knowledge of circulation and collection management routines.
- Ability to use computers including various software programs such as Excel and Word.
- Ability to interpret guidelines and correctly apply them independently.
- Basic familiarity with the California and American legal systems.

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 Human Resources Service Office, 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