

# Job Opportunity

## Office Assistant (General)

One (1) Position Available

Posting Date: April 20, 2017

### THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for an individual who is interested in a challenging but rewarding job opportunity. Our State Library Services Bureau's Braille and Talking Book Library is seeking an enthusiastic and motivated individual for an Office Assistant (General) position. Under the direct supervision of the Office Services Supervisor II over the Circulation Unit, the incumbent provides library circulation services, mail preparation/delivery/pickup, clerical support, data entry, and talking book cartridge duplication for the Braille and Talking Book Library (BTBL).

### DESIRABLE QUALIFICATIONS:

- Knowledge of alpha-numeric filing and the ability to maintain accuracy
- Experience with File Management practices and procedures
- Knowledge of standard office software programs, including Excel, Word, and Outlook
- Ability to maintain good relations with the public and Library staff
- Ability to evaluate situations and take effective action
- Ability to correctly and independently interpret and apply regulations, guidelines, policies, and procedures, especially those relating to customer service
- Ability to prioritize work flow issues, communicate clearly, and complete tasks in a timely manner

### Application Process:

#### Establish Eligibility:

Current state employees with Office Assistant (General) status or lateral transfers in an equivalent class, former State employees who can reinstate into this class, or persons who are reachable on a current employment list for this class are eligible to apply. Examination information: [Examination Instructions](#)

#### Apply for the Position:

Complete an STD 678, which is the standard state examination/employment application form [State Employment Forms](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section, and

- Attach all required supporting documents (i.e. transcript/diploma, resume, cover letter) to your application
- Mail or deliver your completed application to the California State Library (CSL):

Mail: Human Resources Services Office, PO Box 942837, Sacramento, CA 94237

or

In Person: HRSO Drop Box CSL Annex, 900 N Street, 1<sup>st</sup> Floor Drop Box

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 Office Assistant (General) are available here: [Office Assistant \(General\) Minimum Qualifications](#)

### 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.



California  
STATE LIBRARY  
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## Braille and Talking Book Library



- ▶ PC # 3205
- ▶ PERMANENT/FULL-TIME
- ▶ \$2168 - \$2983/MONTH
- ▶ FINAL FILE DATE:  
**MAY 4, 2017**

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Administrative Services Bureau and the Library Development Services Bureau.

### The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- 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.

The State Library's Braille and Talking Book Library provides free braille and audio book titles similar to what you would find at your public library to Northern California residents who are unable to read standard print due to visual or other disabilities.

Phone: 916-654-0202

E-mail: [csljobs@library.ca.gov](mailto:csljobs@library.ca.gov)

Website: [www.library.ca.gov](http://www.library.ca.gov)