Job Posting: SUPERVISING LIBRARIAN I

Department of Justice

JC-189133 - SUPERVISING LIBRARIAN I
SUPERVISING LIBRARIAN I

$5,769.00 - $7,224.00 per Month

Final Filing Date: 2/18/2020

Job Description and Duties

Under the general direction of the Principal Librarian, the Supervising Librarian I may perform the following duties: provide reference, instruction and research assistance got legal staff in the San Diego Office using both traditional book research and computer assisted legal research; assist with the compilation of legislative histories; assist with collection development and responsible for stack maintenance including weeding of obsolete materials; process Interlibrary loan requests; assist with library orientation for new legal staff and coordinate and/or provide Lexis and Westlaw training; utilizing InMagic databases/TextWorks for research and locating materials; supervise a technical library assistant; assist Principal Librarian with special projects.

You will find additional information about the job in the Duty Statement.
Minimum Requirements

You will find the Minimum Requirements in the Class Specification. Duty Statement

- SUPERVISING LIBRARIAN I

Additional Documents

- Application Package Checklist

Position Details

- Job Code #: JC-
- 189133 Position #(s):
- 420-047-2944-XXX

Working Title: SUPERVISING LIBRARIAN I

Classification:
SUPERVISING LIBRARIAN I

$5,769.00 - $7,224.00 A

# of Positions: 1

Work Location: San Diego County

Job Type: Permanent, Full Time

Work Shift: 8:00 am-5:00 pm

Work Week: Monday-Friday

Special Requirements

A fingerprint check will be required.

Department Information

- This position is located in the Division of Operations, Legal Support Services Law Library, San Diego.
- Please disregard the SROA/Surplus language below, as the Department of Justice requires applicants to submit their SROA/Surplus Letter if that is the basis of their eligibility.
- For more information about the department please visit the Attorney General’s website at www.oag.ca.gov.
Clearly indicate the Job Control Code (JC-189133) and the title of this position in the “Examination or Job Title(s) For Which You Are Applying” section located on the first page of your State Application.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 2/18/2020

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply. Temporary Appointments may be considered if conditions warrant. Temporary Appointments may be made to anyone regardless of eligibility. Temporary Appointments may not exceed 9 months and will require eligibility to be obtained through an examination process in order to transition to a permanent appointment.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Justice
Attn: Ian Fisher
Office of the Attorney General/OPS
1300 I Street, suite 820
Sacramento, CA 95814

Address for Drop-Off Application Packages
You may drop off your application and any applicable or required documents at:

   Ian Fisher  
   Office of the Attorney General/OPS  
   1300 I Street, suite 820  
   Sacramento, CA 95814  
   08:00 AM - 05:00 PM

**Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - The Statement is a narrative discussion of how your education, training, experience, and skills meet the minimum and desirable qualifications and qualify you for the position. The Statement of Qualifications serves as a documentation of your ability to present information clearly and concisely in writing and should be typed and no more then two pages in length.
- Other -

   Click on the following link to complete the California Department of Justice Recruitment Survey: [https://www.surveymonkey.com/r/NC8SQ6N](https://www.surveymonkey.com/r/NC8SQ6N)

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

**Desirable Qualifications**

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Minimum educational requirements are graduation from a college or university and completion of a graduate degree from an accredited library school; good computer skills and knowledge of library and non-library computer programs, including word processing, data base management, online bibliographic systems and online legal research (Lexis, Westlaw, Accurint and the Internet); experience in a law library, special library or familiarity with legal materials; ability to work cooperatively and tactfully with staff; demonstrated initiative and willingness to assume increased responsibility; ability to write and communicate effectively;
use of tact and discretion in dealing with confidential and sensitive issues; ability to handle a variety of projects simultaneously; ability to prioritize work; excellent organizational skills; demonstrate good attendance and punctuality.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

**Hiring Unit Contact:**
Ian Fisher  
(916) 210-6359  
OPSJC@doj.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**
EEO Officer  
(916) 210-7580  
EERROffice@doj.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**SUPERVISING LIBRARIAN I EXAM LINK**

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, 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 an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.