Job Posting: Librarian I

Department of Justice
JC-538213

Apply Now

Librarian I
LIBRARIAN
$5,748.00 - $7,198.00 per Month
New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.
Final Filing Date: 12/4/2026
Application Methods:
Electronic (Using your CalCareer Account)
By Mail
Drop-off

Job Description and Duties
If you love a challenge, enjoy research, and are looking for an environment that values creative problem solving and critical thinking skills, this could be the position for you! We are seeking a highly motivated, dedicated and hard-working individual who successfully works in a team environment to provide exceptional service to the Department of Justice, Law Library Services. Responsible for the day-to-day operation of the San Diego Library. Oversees all aspects of acquisitions, serials control, and library maintenance for the San Diego Library, including updating, review and maintenance of catalog databases, check-in and processing, loose-leaf filing, stack maintenance, and evaluation of library holdings and obsolete materials. Provides reference and research assistance to the San Diego Attorney General's staff, and legal staff statewide, including both traditional book research and computer assisted legal research, i.e. Lexis-Nexis, Westlaw, Courtlink, Intranet/Internet and other digital technologies. Responds to interlibrary loan and document delivery requests from the San Diego legal office staff. Assists with compilation of legislative histories for San Diego legal staff. Provides library and research orientation and training for new legal staff and law student interns. Coordinates and/or provides training and research materials in all formats.
You will find additional information about the job in the **Duty Statement**.

Working Conditions
This position offers a hybrid work schedule (a combination of in-office and remote work) after successfully completing a portion of the probationary period, based on demonstrated knowledge and skills. If you value work/life balance, reduced commuting costs, and scheduling flexibility, this position may be great for you!

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

- LIBRARIAN

Additional Documents

- Job Application Package Checklist
- Duty Statement

Position Details
Job Code #:
JC-538213
Position #(s):
420-047-2951-001
Working Title:
Librarian I
Classification:
LIBRARIAN
$5,748.00 - $7,198.00 A
New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.
# of Positions:
1
Work Location:
San Diego County
Telework:
Hybrid
Job Type:
Permanent, Full Time
Work Shift:
8:00 am - 5:00 pm
Work Week:
Monday - Friday

Department Information

- This position is located in the Division of Administrative Services, Legal Support Operations-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.
- ***Please note*** that **all new to state employees** will be given the minimum salary of the classification. For current state employees and/or those with reinstatement rights your salary will be determined in accordance with the applicable laws, rules, and regulations

- Please visit the Attorney General's website for more information at www.oag.ca.gov.

Personal Leave Program: Effective July 1, 2025, state employees are subject to temporary wage reductions in exchange for Personal Leave Program (PLP) accruals. The specific rate and hours earned were negotiated and agreed upon by each bargaining unit. The actual monetary impact of these temporary reductions can vary based on your bargaining unit and/or federal and state tax withholdings. For additional information please visit Human Resources Manual - CalHR.

Special Requirements

- A fingerprint check will be required.
- Clearly indicate the Job Control Code (JC-538213) 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.
- Please be certain that your application package is thorough and completely filled out describing in detail your background experience and/or education duties. All applications will be pre-screened and only the most qualified and competitive applicants will be included in the interview and hiring process.
- If you are using education to meet the minimum qualifications for this position, you must submit a copy of your transcript or diploma. An official transcript will be required upon appointment.
-

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: 12/4/2026

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list or LEAP 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.

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
DAS- Nadya Randhawa
Attn:
Division of Administrative Services
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:
Department of Justice
DAS- Nadya Randhawa
Division of Administrative Services
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.
- School Transcripts
- Other - A Cover Letter is required and must be included.

Important Information:
Applicants are prohibited from using artificial intelligence software (e.g., ChatGPT, Claude AI) in the creation of all application items.
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:

- Graduation from college or university and completion of a graduate degree from an accredited library school is highly desired.

- Experience in a law library, special library, or familiarity with legal materials.
- Good computer skills and knowledge of library and non-library computer skills including word processing, database management, online bibliographic systems, and online legal research (Lexis, Westlaw, and the internet).
- Ability to work cooperatively and tactfully with staff.
- Demonstrate 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
- Ability to demonstrate good attendance and punctuality

Benefits
Benefit information can be found on the CalHR website and the CalPERS website.
Contact Information
The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:
Nadya Randhawa
(916) 210-6750
DASJC@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.
Examination Link:
To be considered for the job opportunity, applicants must be reachable on an employment list, have transfer eligibility, or have reinstatement eligibility. If you are new to California State service and you do not have eligibility, you must take the exam for this classification.

Please note: A separate application is required for the examination and must be submitted to the address on the examination bulletin. Examination links can be found below:

Exam Bulletin | CalCareers
Additional Application Filing Information:
Please note, if using the United States Postal Service for delivery, there's no guarantee that your application will be date stamped and will arrive by the final filing date. If your application does not have a postmark or date stamp and arrives after the final filing date, your application will not be

accepted. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof of delivery prior to the final filing date.

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.