

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

LIBRARY INTERN

Position Code: K4907

DISTINGUISHING FEATURES OF THE CLASS

Under direction, for a period not to exceed twelve months, receives orientation and training in the application of library science techniques to programs of the Illinois State Library; performs increasingly responsible professional librarian work under close guidance of experienced professional staff.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in specific professional library functions and programs and in the overall operations of the Illinois State Library.
2. Performs increasingly responsible assignments in professional library skills areas designed to develop work skills and knowledge.
3. Attends and participates in formal training, seminars, workshops and meetings to gain knowledge and enhance professional skills.
4. May participate in special projects, report compilation or other short-term assignments.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a Master's degree in library science, preferably from an institution accredited by the American Library Association.

Knowledge, Skills and Abilities

Requires working knowledge of research and reference techniques.

Requires working knowledge of acquisition, classification, cataloguing and indexing principles, methods and techniques.

Requires elementary knowledge of library science techniques, systems and procedures.

Requires ability to adapt academic training to professional library work.

Requires ability to communicate effectively both orally and in writing.

LIBRARY INTERN (Continued)

Requires ability to benefit from formal and on-the-job training and orientation.

Approved by the Secretary of State Merit Commission - January 12, 1982
Effective - December 16, 1981

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year