

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

LIBRARY TECHNICAL SPECIALIST

Position Code: K5010

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs difficult paraprofessional library work in support of professional functions; may serve as lead worker for a small paraprofessional staff or a single non-professional library function.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs recurrent searches and handles specialized title requests requiring application of difficult bibliographic searching and subject searching skills; explains library facilities and services; assists patrons in locating material on specific subjects.
2. Catalogs from pre-catalogued sources a variety of library materials in all formats assuring proper content within established cataloguing system.
3. Serves as lead worker or coordinator for a small paraprofessional staff or a single non-professional library function while performing other paraprofessional library work.
4. Provides special assistance to professional supervisory staff requiring extensive paraprofessional skills and knowledge of library systems.
5. Performs indexing and assignment of subject headings for special holdings such as newspapers.
6. Maintains routine public relations functions such as preparation of news releases and editing library publications for print; contacts library professionals to obtain materials for library publications; performs research for use in various publications, brochures, pamphlets, reports, etc.
7. May serve as specialist in a specific subject area not requiring library science formal training.
8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college, preferably with courses in

LIBRARY TECHNICAL SPECIALIST (Continued)

library science and two years of paraprofessional library or related work experience.

Knowledge, Skills and Abilities

Requires extensive knowledge of the terminology, content and classification schemes of the collections serviced.

Requires working knowledge of standard non-professional library science methods, procedures and techniques.

Requires ability to recognize identifying information on documents in several foreign languages.

Requires ability to utilize standard bibliographic tools.

Requires ability to provide general reference services to professional staff.

Requires ability to prepare ordinary operating reports on library activities.

Requires ability to select and recommend publications of interest to the patrons utilizing the library facilities.

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