

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

**LIBRARY TECHNICIAN**

**Position Code: K5020**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs paraprofessional library work in support of professional functions.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Performs general bibliographic searching and basic subject searching to assist library users and library staff in locating materials.
2. Performs complex filing involving complex library materials, filing systems such as catalog cards, reference services, special collection materials, etc.
3. Assists library patrons through ready reference services; explains library facilities and services; assists patrons in locating material or factual data which can be found in a single source.
4. Processes and prepares requests for inter-library loan.
5. Performs paraprofessional work in the selection and processing of new library materials in all formats including establishment of records, processing title changes or continuations; assists other library staff in locating new documents or materials.
6. 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 technical coursework in the field of library science, or any equivalent combination of training and experience.

**Knowledge, Skills and Abilities**

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

Requires elementary knowledge of standard library science methods and procedures.

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

## **LIBRARY TECHNICIAN (Continued)**

Requires ability to use judgement in applying pertinent regulations, procedures and instructions.

Requires ability to utilize standard bibliographic tools.

Approved by the Secretary of State Merit Commission - January 12, 1982

Effective - December 16, 1981

### **EXAMINATION INFORMATION**

Tests and Weights:                      Written Test, 100%

Knowledge Tested:                      Public & Work Relations  
   Reports & Filing  
   Dewey Decimal Classification  
   Library Concepts

Length of Eligibility:                      1 year