

**Connecticut State Library**  
Job Opportunity  
**Librarian 2**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Position No.:** 35051  
**Unit:** Access Services  
**Location:** 231 Capitol Ave., Hartford CT  
**Schedule:** Full Time – Monday through Friday with Rotating Saturdays  
**Hours:** 8 hour days; 40 hour workweek  
**Salary:** \$60,593 (AR23)  
**Closing Date:** August 24, 2015

The preferred candidate will have considerable experience providing legal reference and research services in a public-service law library; extensive knowledge of Connecticut legal and legislative procedures; knowledge of print and electronic legal research tools, including databases and e-books; experience working with diverse patron groups in a multi-disciplinary library environment; experience using software applications to improve library patron services; and experience with indexing and indexing software.

**EXAMPLE OF DUTIES:** Answers complex reference questions utilizing reference tools of a specialized nature; provides information referrals for legal, historical, genealogical and other special subject researchers; operates a medium sized law library; indexes legislative records and other specialized collections; coordinates serials and holdings control; performs original cataloging and name authority work for items of intermediate difficulty including Connecticut documents and monographs; may train assigned staff; may coordinate or conduct workshops; may serve as liaison to groups and organizations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of professional principles and practices of library science including classification systems, reference sources and techniques, acquisitions, cataloging and filing, bibliographic sources of information and library automation; considerable knowledge of specialized functional procedures, areas of subject matter and/or principles of library administration; interpersonal skills; oral and written communication skills; ability to analyze and solve moderately complex problems relating to library methods and procedures; ability to utilize computer software.

**EXPERIENCE AND TRAINING: General Experience:** A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association AND one year of post graduate degree experience in a relevant area of professional library work.

**Note:** Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (CT-HR-12)** at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

Deborah Hearl, Human Resources Specialist  
Dept. of Administrative Services/SmART  
Confidential Fax: (860) 622-2873 – **OR** –  
Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov)  
Subject line **MUST** include: Lib235051 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.