

STATE OF CONNECTICUT  
Connecticut State Library  
**Library Aide**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!**

**Open To:** Public  
**Location:** Library for the Blind and Physically Handicapped  
198 West Street, Rocky Hill  
**Schedule:** Part Time – Monday through Friday  
**Hours:** 30 hours per week  
**Salary:** CL06/Step 1 \$14.15 per hour (new state employees)  
**Posting No:** 82101  
**Closing Date:** **March 7, 2012**

**The preferred candidate will be self-motivating, ability to learn procedures quickly and thoroughly, be able to lift and carry items up to 40lbs., ability to organize and multi-task, experience with navigating the Internet and use of computer software applications.**

**PURPOSE OF CLASS:** In the State Library, this class is accountable for performing a full range of basic tasks in providing library services to the public.

**SUPERVISION RECEIVED:** Initially works under the close supervision of an employee of higher grade, works more independently with acquired experience.

**EXAMPLES OF DUTIES:** Performs a wide variety of basic routine clerical duties in facilitating library services; sorts, stacks, shifts and shelves books, periodicals and other library materials; pulls material from shelves; inspects materials for damage; cleans and/or re-houses various types of library material; maintains books including jacketing, marking, labeling and repairing; prepares library materials for issuance to patrons or other addresses; files various types of library material including microfiche, microfilm, etc.; photocopies as instructed; may transport books, material etc.; may use computers; may log material; may lift books; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Ability to follow oral and written instructions; basic interpersonal skills; ability to perform basic clerical tasks such as sorting, alphabetizing and numeric coding.

**EXPERIENCE AND TRAINING:** Any experience and training that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

**Deborah Craig, Human Resources Specialist**  
**Department of Administrative Services, Small Agency Resource Team – SmART Unit**  
**165 Capitol Avenue, 5<sup>th</sup> Floor East**  
**Hartford, Connecticut 06106**  
**Confidential Fax: (860) 622-4921 (preferred method of submission)**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.**