



EXAMINATION OPEN TO THE PUBLIC

LIBRARY TECHNICAL ASSISTANT

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| ANNUAL SALARY: \$44,141 \$56,783 | SALARY GROUP: AR 16 | APPLICATION CLOSING DATE: MARCH 26, 2012 | EXAM NO: 120410OCPD |
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PURPOSE OF CLASS: In the State Library, a state college or university or a state agency this class is accountable for performing a full range of supportive and/or paraprofessional tasks in any function of the library including acquisition, cataloging, interlibrary loans, reference and circulation.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MARCH 26, 2012:

GENERAL EXPERIENCE: Two years of experience in library work.

SUBSTITUTION ALLOWED: Two years of college training equaling sixty semester hours with at least twelve semester hours in library science may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Basic knowledge of library science techniques and practices; basic knowledge of library classification systems; knowledge of recordkeeping procedures; ability to operate automated library systems; interpersonal skills; oral and written communication skills.

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| THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.) | <u>PART</u> WRITTEN | <u>WEIGHT</u> 100% |
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THE EXAMINATION WILL BE HELD ON: WEDNESDAY, MAY 2, 2012.
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by March 26, 2012. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.