



EXAMINATION OPEN TO THE PUBLIC LIBRARY TECHNICAL ASSISTANT

ANNUAL \$45,466
SALARY: \$58,487

SALARY
GROUP: AR 16

APPLICATION CLOSING
DATE: JUNE 11, 2014

EXAM
NO: 140820OCRB

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 ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JUNE 11, 2014**.

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; interpersonal skills; oral and written communication skills; ability to operate automated library systems.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, JULY 22, 2014
(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 June 11, 2014. **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.

7021

May 23, 2014

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.