



EXAMINATION OPEN TO THE PUBLIC
LIBRARY TECHNICIAN

ANNUAL \$56,932
SALARY: \$72,125

SALARY
GROUP: AR 20

APPLICATION CLOSING
DATE: AUGUST 28, 2014

EXAM
NO: 141260OCMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency, this class is accountable for performing the most complex supportive services in a library function.

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 **AUGUST 28, 2014**.

GENERAL EXPERIENCE: Four years of supportive experience in library work including acquisition, cataloging, circulation, interlibrary loans and reference.

SPECIAL EXPERIENCE: Two years of the General Experience must have been performing supportive services at the level of Library Technical Assistant.

SUBSTITUTION ALLOWED: College training in library science may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of library science techniques and practices; knowledge of library classification systems; knowledge of automated library systems; interpersonal skills; oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Materials (see instructions below)**

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Library Technician include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Library Technician cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience performing or overseeing others in the performance of library functions in acquisition, cataloging, reference, and/or circulation/interlibrary loan. Be specific in describing what you actually did and your level of responsibility in this experience. Be sure to mention all library functions in which you have experience. (2) Experience using automated library systems and teaching or training others as to how to use them. Be sure to include what systems you have used in various functional areas of the library (acquisition, cataloging, circulation/interlibrary loan, serials processing) and any training you have had in using automated library systems. (3) Written and oral communication skills. Cite specific examples when describing your dealings with other people that you feel demonstrate your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and whom they were with. Describe the types, content, format and/or make-up of the records, summaries, correspondence and/or reports you have written. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by August 28, 2014.** (5) Mail applications/examination materials 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.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by October 15, 2014.** (8) **A separate application/examination package 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.