

LIBRARY TECHNICAL ASSISTANT I

Supplemental Application INSTRUCTIONS

Thank you for your interest in the Library Technical Assistant I at the California State Library.

In order to be considered for these jobs, it is first necessary for you to take and pass a civil service examination with a score that is among the highest of the applicants who take the test.

Along with submission of a detailed resume, completion of this supplemental application is the examination process. This supplemental application solicits specific information about your experience and background that is directly relevant to these jobs.

Please answer each question, clearly, concisely, and truthfully on the attached form. Failure to follow these instructions will result in elimination from the examination process. Please note that there is no save function in this exam and it must be completed in one seating.

There is no deadline for submission of your application materials. This examination process will be available throughout the year. As vacancies occur, all individuals who have submitted their information and passed the examination will be notified of the next steps to be considered for any available position.

The information you provide will be evaluated by a team of subject matter specialists who will rate your responses on the quality and clarity of your writing as demonstrated by your responses, as well as the breadth and depth of your relevant experience. You will be given an overall score on this supplemental application and this will determine your placement on the list of those who pass the examination. You will be notified in writing of your exam results.

If you pass the examination, you may then apply for and be considered for individual job vacancies in this classification. In addition, the Department may contact you directly as vacancies occur.

If you are selected to be considered for hire into a vacancy, you will be invited to participate in a comprehensive hiring interview process consisting of the following:

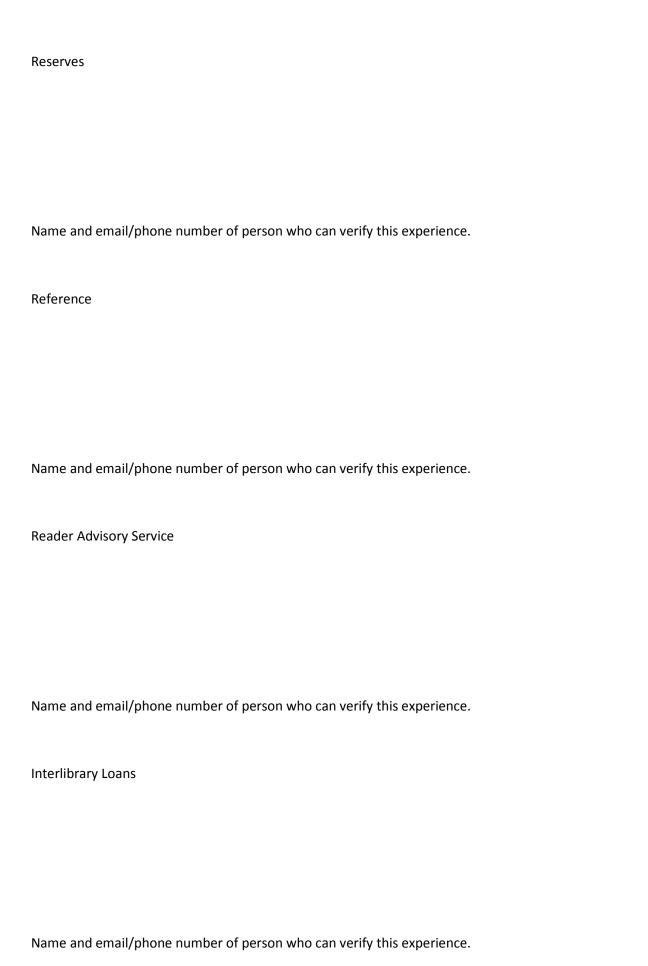
- o Submission of a standard state application
- A visual resume where you will be asked to make a five minute stand-up presentation discussing your experience and qualifications for the job
- A set of interview questions designed to explore your specific qualifications

We wish you luck in the process.

LIBRARY TECHNICAL ASSISTANT I

Supplemental Application

Name: E-mail:	
Please describe the way in which your experience meets the minimum requirent in this examination.	nents for participation
\square Equivalent to completion of the requirements for an Associate of Arts degree	in Library Science
\Box Two years of increasingly responsible sub-professional library experience, including acquisition, cataloging, reference, and compilation of bibliographies	uding work in book
Please describe your highest level of experience in each of the following library	functions.
Cataloging	
Name and email/phone number of person who can verify this experience.	
Circulation	
Name and email/phone number of person who can verify this experience.	



Acquisitions
Name and email/phone number of person who can verify this experience.
Preservation
Name and email/phone number of person who can verify this experience.
1. Please rate your experience in creating and fostering good customer service in a library setting.
\square None \square Limited \square Considerable
Please describe your experience in creating and fostering a customer service focus in a library setting that supports your self-rating. Be specific about the strategies and techniques you used and which proved to be the most successful.

Name and email/phone number of person who can verify this experience.

2. Please rate your experience in forming and/or working with teams or fostering teamwork among co-workers or work units.
□ None □ Limited □ Considerable
Please describe your experience that supports your rating. Be specific about the nature of the team, its purpose or goals, and your role in the process.
Name and email/phone number of person who can verify this experience
3. Please rate your experience in establishing and maintaining effective working relationships with coworkers, supervisors, volunteers, and library patrons.
□ None □ Limited □ Considerable
Please describe your experience that supports your rating. Be specific about the techniques and strategies you have used and whether they were successful or not.

Name and email/phone number of person who can verify this experience.

\square By checking this box, I hereby certify under penalty of perjury that the information I have entered on
this application is true and complete to the best of my knowledge. I further understand that all
information is subject to verification and that any false, incomplete, or incorrect statements may result
in my disqualification from the examination process or dismissal from employment with the State of
California. I authorize the employers and educational institutions identified on this application to release
any information they may have concerning my employment or education to the State of California.
Signature Date