



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:

- 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.

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Name: _____

E-mail: _____

Please describe the way in which your experience meets the minimum requirements for participation in this examination.

- ☐ Equivalent to completion of the requirements for an Associate of Arts degree in Library Science
- ☐ Two years of increasingly responsible sub-professional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies

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.

Reserves

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

Reference

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

Reader Advisory Service

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

Interlibrary Loans

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.

☐ None ☐ Limited ☐ 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 co-workers, 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.

☐ 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_____