STATE OF UTAH
invites applications for the position of:

Library Technician II

**SALARY:** $15.87 Hourly

**OPENING DATE:** 10/17/19

**CLOSING DATE:** 10/27/19 11:59 PM

**NUMBER OF OPENINGS:** 2

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**BENEFITS:**

**CRIMINAL BACKGROUND CHECK:** You must successfully pass a criminal history check.

**DRIVER LICENSE REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link: https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3

**PHYSICAL ADDRESS:** Utah State Prison Programming Division 14425 Bitterbrush Lane Draper, UT 84020

**RECRUITER CONTACT INFORMATION:** Jeffie Dickerson - jdickers@utah.gov - (801) 545-5570

**OVERTIME EXEMPT:** No

**SCHEDULE CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**EEO STATEMENT:**

**JOB DESCRIPTION:**

If you would like an opportunity to join a team of passionate individuals who work hard in providing quality care and services to our offender population, then this is a job for you.
**Job Description:**

Under supervision of the Library Director, incumbents provide library services to an offender population in a correctional setting. This job requires practical knowledge of library services and practices. The incumbent will perform duties in support of the libraries including (but not limited to) reference work, processing library materials and assisting offender patrons. May supervise and train offender workers, community volunteers and interns.

There are six libraries throughout the Draper site prison, in facilities that range from minimum to maximum security. Our libraries directly serve over 2,800 offenders in these facilities, and indirectly provide services for approximately 700 maximum security offenders. Our libraries function like small public libraries. We employ offender workers to help with circulation, shelving, book repair and reference work. In FY 2018 over 82,000 items were loaned and there were over 47,000 offender visits to the libraries.

**Principal Duties:**

- Ensure that offender libraries are fully operational for scheduled use.
- Assist offender patrons in learning the library rules, using the library computer and finding materials.
- Check incoming materials for accuracy in cataloging and labeling.
- Perform library reference work and make general recommendations about library materials to be purchased.
- Take requests for new materials from offenders, teachers and therapeutic staff.
- Collect accurate stats on library use.
- Transport materials between libraries.
- Check incoming donations for unauthorized materials and to determine use.
- Develop new ideas and contribute to library improvements and outreach efforts.
- Handle special projects as assigned by the Library Director.

*The work schedule for this position will require some evenings and may require some weekends. Schedule will be finalized after training is completed.

**Ideal Candidate:**

- Has professional work experience in a library program.
- Works well with a diverse population.
- Can work independently.
- Deals with people in a manner which shows sensitivity, tact and professionalism.
- Has experience using word processing, spreadsheet programs and library management software.

Preference may be given to candidates who have:

- Two years of progressively responsible experience in a library which involved performing various library support activities (circulation work, reference work, etc.)
- Knowledge of library terminology, practices, policies, procedures and understanding of the organization of library materials.
- College level courses related to Library Science.
- Experience working with offenders or in Law Enforcement or the Courts.

**Why You Should Join Our Team**

As a benefited employee of the Department of Corrections, you will receive great health and retirement benefits. Click [here](https://agency.governmentjobs.com/utah/default.cfm?action=jobbulletin&JobID=2582050) to view a summary of the benefits we offer. We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance.
The Agency

For more information about the Department of Corrections and the Programming Division, click here.

This job is NOT public safety certified, and does not require peace officer status or certification.

EXAMPLE OF DUTIES:

- Enters data into a computer system and retrieves, corrects, or deletes previously entered data.
- Accesses data bases to obtain various kinds of information.
- Develops and maintains manual or automated records indexing systems, which ensure effective records storage, retrieval and retention of information.
- Writes or drafts correspondence, reports, documents and/or other written materials.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- The ability to see details at close range (within a few feet of the observer).
- The ability to identify and understand the speech of another person.
- The ability to speak clearly so others can understand you.
- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Actively looking for ways to help people.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SUPPLEMENTAL INFORMATION:

- Risks found in potentially dangerous or unusual environmental stress situations, being subject to possible physical attack, etc.
- Work requires physical exertion. May require the ability to stand, walk, pull, push, bend, crouch, stoop, stretch, reach, lift and/or carry moderately heavy items (up to 50 lbs.) in a recurring manner and/or for long periods of time.
- valid driver license required to drive a motor vehicle on a highway in this state per UCA53-3-202(1)(a).
Library Technician II Supplemental Questionnaire

1. This position is in a correctional facility (prison). Would you be comfortable working within secure areas of the facility where you will have contact with offenders?
   - Yes
   - No

2. A criminal history check (BCI) will be conducted before a final offer of employment is given. Is there anything in your background which may preclude you from working in a public safety/law enforcement environment?
   - No
   - Yes

3. How many years of experience do you have working in a library program or public library?
   - No experience
   - Less than one year
   - 1-2 years
   - 3-4 years
   - 5 or more years

4. Please describe your work related experience in detail, to support your response to the prior question.

5. Please rate your professional customer service experience.
   - No experience
   - Limited experience
   - Moderate experience
   - Extensive experience

6. Please describe your experience in customer service and how you have used these skills. Please be detailed.

7. Please rate your level of computer skills using Microsoft Office Suite (Word, Excel, etc.), in a professional setting.
   - No experience
   - Beginner
   - Intermediate
   - Advanced

8. Please describe your level of experience with these Microsoft programs and how you have used them on the job.

9. Please rate your level of computer skills using Google programs (Gmail, Google Calendar, Google Drive, etc.), in a professional setting.
* 10. Please describe your level of experience with these Google programs and how you have used them on the job.

* 11. This position may require you to work some evenings/weekends. Would you be willing to work some evenings/weekends as needed?

☐ Yes
☐ No

* 12. This position requires physical exertion. May require the ability to stand, walk, pull, push, bend, crouch, stoop, stretch, reach, lift and/or carry moderately heavy items (up to 50 lbs.) in a recurring manner and/or for long periods of time. Are you able to meet these requirements?

☐ Yes
☐ No

* 13. For this position, you must have, or be willing to obtain, and maintain a valid Utah driver license and clean driving record, in order to drive a motor vehicle on a highway in this state per UCA53-3-202(1)(a).1. Are you able to meet this requirement?

☐ Yes
☐ No

* Required Question