Title: LIBRARIAN -CORRECTIONAL FACILITY-
Salary: $4,004.00 - $5,528.00
Posted: 05/13/2015

Job Description:
This is for various positions. Under the general direction of the Supervisor of Correctional Education or Supervisor of Academic Instruction or designee, and following the lead of the Senior Librarian, the Librarian will assist in the overall library operation. The Librarian will assist in the maintenance of legal materials and continuous evaluation of general subject library materials. The Librarian will train and supervise inmate workers in library usage and library operation in coordination with the main library. The Librarian will assist in training the Library Technical Assistants and review law library requests for appropriateness. Supervise inmate library users and inmate workers that are assigned to the inmate library. Maintain order and supervise conduct of inmates, prevent escape and injury by these persons to themselves or others or to property, maintain security of working areas and work materials, inspect premises and search inmates for contraband, keep records pertaining to inmate time and work reports. Assist inmate to find reference and general reading materials. Perform technical reference work. Assist inmates in the use of the legal collection. Assist inmates in looking up cases for references. Catalog new materials for inventory and accessibility, order replacement materials for legal collection, place orders based on inmates’ needs and interests. To apply for this position, a State Application (STD 678) must be submitted to the contact person listed. In the ‘Explanations’ section of the STD 678, you must indicate your appointment eligibility (list, transfer, permissive reinstatement, etc.). All types of appointments will be considered. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please visit www.CalHR.ca.gov.

Additional Information:
Mule Creek State Prison
AMADOR COUNTY

Personnel Office
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