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| **State of WashingtonOffice of the Secretary of State****invites applications for the position of:** **Library Associate** | http://agency.governmentjobs.com/washington/careersLogo-blue.jpg |

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| **SALARY:**  | $2,789.00 - $3,631.00 Monthly |

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| **OPENING DATE:** 08/20/13  |
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| **CLOSING DATE:** Continuous  |
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| **DESCRIPTION:**  |
| http://agency.governmentjobs.com/images/AgencyImages/jobposting/1924/JobPostings/image/Sec%20of%20State/SecStateLogo%20(2).jpgHeaded by an elected state official, the Office of the Secretary of State is responsible for administering elections within the state, registering corporations and charities that do business within the state, collecting and preserving the records of governmental bodies within the state, and maintaining the Washington State Library.  The agency also administers the Address Confidentiality Program, the Legacy Program and the Combined Fund Drive.  Visit our website at: [www.sos.wa.gov](http://www.sos.wa.gov).There are currently three openings with the Branch Services Division of the Washington State Library at these locations:  Washington State Reformatory in Monroe, Coyote Ridge Corrections Center in Connell and Washington State Penitentiary in Walla Walla. Applications will be reviewed upon receipt.  The hiring authority reserves the right and may exercise the option to make a hiring decision at any time.  It will be to the applicant’s advantage to submit materials as soon as possible.  |
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| **DUTIES:** |
| These positions provide library and information services to inmates by performing complex technical library duties and problem solving related to collection development, reference/information delivery, and automated circulation systems.  |
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| **QUALIFICATIONS:**  |
| **REQUIRED QUALIFICATIONS*** Within the past 10 years, five years of experience in a library providing adult/young adult public services, including two years beyond the entry level
* Within the past 10 years, one year of lead or supervisory experience including the responsibility to hire, train, supervise, coach, and evaluate staff
* Current Washington driver’s license or have requested and obtained an appropriate accommodation
* Ability to efficiently use a personal computer and applicable software to successfully perform the essential job functions of the position

**PREFERRED/DESIRED QUALIFICATIONS*** Experience providing adult/young adult reference and reader’s advisory services
* Collection management experience, including selection, weeding, and record maintenance

**SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT*** Willingness and ability to work within the constraints of institutions and work effectively with customers (inmates or psychiatric patients)
* If in a Department of Corrections institution, successful completion of DOC CORE training must be completed within the first 9 months of employment
* Criminal history background check
* The position at Coyote Ridge Corrections Center requires the employee to be licensed to provide notary public services within the first 90 days of employment to the position; the office will pay licensing fees
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| **SUPPLEMENTAL INFORMATION:**  |
| **HOW TO APPLY** To apply, Please complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov) . In addition, you will need to attach the following information to your completed careers profile:1.  A brief letter of interest describing how your experience relates to the duties and qualifications  of the position and  2.  A current resume including referencesFor questions contact the recruiter at 360-236-5073 or by email at: Recruitment@sos.wa.gov   |

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| **Library Associate Supplemental Questionnaire** |

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| \* | 1. | Where did you hear about this job opening? |
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| \* | 2. | Are you willing to undergo a criminal background check? |
|  | YesYes    NoNo  |
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| \* | 3. | Are you willing to work in a correctional facility with inmate staff? |
|  | YesYes    NoNo  |
|   |
| \* | 4. | From the list below, choose the location(s) where you are interested in working: |
|  | Checkbox Washington State Reformatory in MonroeCheckbox Coyote Ridge Corrections Center in ConnellCheckbox Washington State Penitentiary in Walla Walla |
| \* | 5. | Do you have a family member or relative currently employed at the Office of the Secretary of State? |
|  | YesYes    NoNo  |
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|   | 6. | If you answered yes in the previous question, what is the name of your family member/relative? |
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| \* Required Question |

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