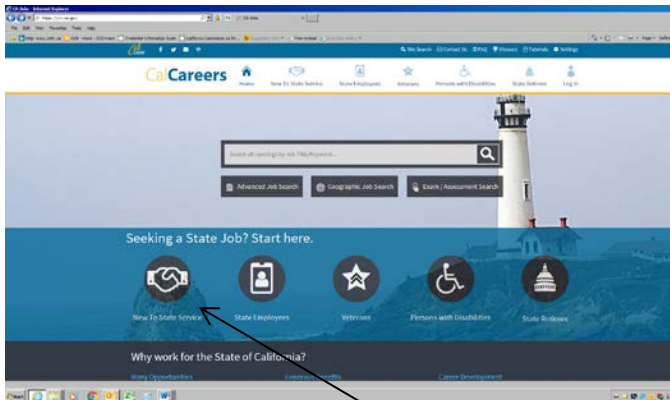


## HOW TO GET A LIBRARY JOB AT THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

### Step I SET UP JOB PROFILE FOR JOBS

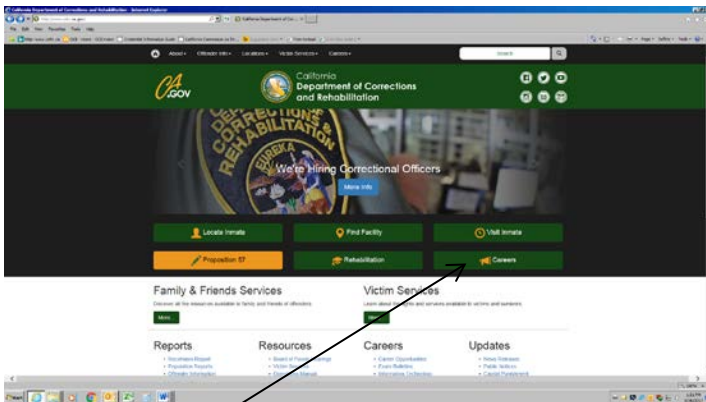
Go to [www.jobs.ca.gov](http://www.jobs.ca.gov)



1. Click on “New to State Service”.
2. Next screen “How to Apply for a State Job” there are 3 steps, click on Step 3 “Apply”.
3. Go to bottom of screen and click on “login or Create a CalCareer Account”.
4. For the State Application, hover or click on the “Tools” tab, then click on “Standard Application forms”, Click on “State Application 678”.

### STEP II JOB BULLETINS AND QUALIFICATION ASSESSMENT (QA) FOR PLACEMENT ON THE EMPLOYMENT LIST

Go to [www.cdcr.ca.gov](http://www.cdcr.ca.gov)



1. Click on the green “Careers”, scroll down to “Education” and click on “Library Services”.
2. Under the “Exam Bulletin” and choose the specific program you are interested in.
3. Return to the previous screen under “Test Assessment” click on the “Quality Assessment”(QA) and complete the QA along with the “State Application STD 678” at <https://jobs.ca.gov/pdf/STD678.pdf> and mail to address on the last page of the QA form for placement on the employment list for the position and locations desired.

### LIBRARY STAFF HIRING REQUIREMENTS

#### Library Technical Assistant

AA in Library Science

**OR**

2 years of library experience

#### Librarian

BA plus one year in library science master’s degree program

#### Senior Librarian

BA plus one year in library science master’s degree program **AND**

1. Two years of CDCR Librarian experience
- OR**
2. Three years of non-CDCR Librarian experience.



If you need additional information or further assistance contact [CDCROCEJobs@cdcr.ca.gov](mailto:CDCROCEJobs@cdcr.ca.gov).