

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

Current Proposed

POSITION INFORMATION	
Approval Date: 4.15.2026	Effective Date: 4.16.2026
Position Control Number:	Position Number: 175-102-1331-002
Bureau/Section: State Library Service	Classification: Office Assistant (General)
Specific Location Assigned: 900 N St, Sacramento	Working Title: BTBL Circulation Office Assistant
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
CONFLICT OF INTEREST	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
DEPARTMENT STATEMENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
DUTIES AND RESPONSIBILITES OF THE POSITION	
Job Description: Under the direct supervision of the Library Technical Assistant I (Supervisory), also known as the Circulation Supervisor, the incumbent provides mail preparation/delivery/pickup, circulation, cartridge duplication, clerical support, reception phone line coverage, and data entry for the Braille and Talking Book Library (BTBL).	
PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
40%	CIRCULATION: Processes the check-in and check-out of braille materials, digital flash-memory cartridges (USB drives) for duplication-on-demand, magazines on cartridge, <i>Talking Book Topics</i> , and assistive technology using the KLAS integrated library system. Retrieves, re-

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	<p>shelves, and maintains both physical and digital braille collections. Identifies and routes damaged books and equipment for repair.</p> <p>Operates and maintains Zebra printers to generate mailing labels, ensuring proper functionality and print quality. Conducts inventory, receipt, packing, and unpacking of talking book players and related equipment. Verifies machine serial numbers against barcode records to ensure accuracy. Performs quality control, packaging, and distribution of new and replacement machines to patrons, including updating and resetting devices as needed.</p> <p>Maintains inventory of braille volumes using National Library Service (NLS) web-based applications; shifts collections and updates shelf labeling to ensure organization and accessibility. Prepares materials for transfer to offsite volunteer repair groups and coordinates shipment of books and playback machines to NLS contractor sites and partner network libraries. Disposes of obsolete equipment in compliance with NLS e-waste procedures.</p> <p>Supports specialized programs, including the “speakerless” machine initiative, by inspecting returned equipment from incarcerated patrons for damage or tampering and communicating findings to program leads.</p>
40%	<p>MAIL FUNCTIONS:</p> <p>Coordinates the daily loading and unloading of incoming and outgoing mail shipments with the U.S. Postal Service at the California State Library loading dock. Sorts, distributes, and stages bulk mail, including books, machines, and supply orders, for internal processing.</p> <p>Transports mail and materials using book carts, mail cages, and equipment such as skid lift jacks and hand trucks, applying safe lifting and ergonomic practices. Processes incoming materials by removing and securely shredding mailing labels, while reviewing labels for address updates and damage notations.</p> <p>Prepares and distributes outgoing materials, including assistive accessories (e.g., headphones, adapters, pillow speakers), catalogs, bibliographies, and informational packets for new patrons. Utilizes office equipment to produce and assemble printed materials for outreach and service delivery.</p>

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<p>15%</p>	<p>Performs receptionist duties by answering and routing incoming phone calls and responding to routine inquiries. Prepares and stuffs envelopes for patron correspondence as needed. Enters patron book requests into the Keystone Library Automation System (KLAS), an integrated library system. Distributes incoming mail to appropriate staff, primarily within the Readers Advisory unit. Supports patron appointments by completing checkouts as requested by Readers Advisors. Assists with special projects related to Readers Advisory and circulation support as assigned. Prints documentation for outgoing machine shipments using office equipment. Monitors and processes circulation mail from the Readers Advisory mailbox. Supports the “Beyond Recall” project by removing and reapplying labels to USB cartridges and their containers. Assists with stacks management and measurement projects.</p>
<p>PERCENTAGE OF DUTIES</p>	<p>MARGINAL FUNCTIONS</p>
<p>5%</p>	<p>Contacts USPS dispatch to verify mail delivery status when necessary. Notifies the circulation supervisor of supply needs and confirms receipt of deliveries. Maintains effective communication with BTBL units and NLS libraries through email, phone, virtual meetings, and in-person interactions. Receives and processes mail from the Business Services Office (BSO). Assists in maintaining organization and cleanliness of circulation workroom and warehouse areas. Provides support to USPS drivers with loading dock access as needed. Performs other staff assignments as required and appropriate.</p>
<p>WORKING ENVIRONMENT</p>	
<p>Supervision Received: The Office Assistant (General) reports directly to the Library Technical Assistant I, Supervisory (Circulation Supervisor).</p>	
<p>Supervision Exercised: None</p>	
<p>Administrative Responsibility: None</p>	
<p>Personal Contacts: The Office Assistant (General) has daily interaction with colleagues in the Circulation Unit, Readers Advisory Unit, and Business Services Office staff; occasional interaction with security staff, patrons, volunteers, workers from the Department of General Services, and NLS staff; and infrequent interaction with the CSL Executive Team.</p>	
<p>Actions and Consequences: The consequences of errors can be difficult to correct and may result in loss of funds, time, specialized equipment, supplies, and efficiency.</p>	
<p>Functional Requirements: Works in an open office, mailroom, and warehouse environment, including shared multi-employee workspaces such as open floor warehouse areas and cubicles. Operates a computer workstation for extended periods of time. Accesses materials located at floor level and at heights exceeding five (5) feet.</p>	

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Moves and maneuvers book trucks weighing up to 100 pounds and lifts, carries, and positions objects weighing up to 25 pounds. Retrieves and stores materials on compact shelving units, including the use of rolling step ladders.

Distinguishes between colors including red, green, blue, pink, yellow, and white. Uses fine motor skills to grasp and manipulate small to medium objects, including repetitive opening and closing tasks on a daily basis. Reads standard print materials.

Performs physical movements including bending, stooping, and crouching to complete assigned tasks.

Other Information:

Demonstrates knowledge of alphanumeric filing systems and maintains a high level of accuracy in filing and recordkeeping. Operates a multi-line telephone system to manage incoming and outgoing communications. Utilizes standard office software programs, including Microsoft Excel, Word, Outlook, Zoom, and Teams, to complete assigned tasks.

Completes work assignments in accordance with established standards of accuracy and timeliness. Maintains effective working relationships with the public and library staff by providing responsive and courteous service. Evaluates situations accurately and takes appropriate and effective action.

Interprets and applies BTBL and NLS regulations, guidelines, policies, and procedures independently, with particular attention to customer service standards. Prioritizes workload effectively and communicates clearly and professionally, both orally and in writing.

Uses manual and electric screwdrivers to perform basic equipment-related tasks while adhering to established safety practices when working with electronics.

Works a hybrid schedule consisting of one (1) telework day and four (4) in-office days per week, subject to change based on union agreements, executive direction, and operational needs.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

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<p>I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.</p>		
<p>Supervisor Name (Print)</p>	<p>Supervisor Signature</p>	<p>Date:</p>
<p>EMPLOYEE STATEMENT AND SIGNATURE</p>		
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)</p>		
<p>Employee Name (Print)</p>	<p>Employee Signature</p>	<p>Date:</p>