



STATE OF MICHIGAN  
invites applications for the position of:  
**Library Technician**

An Equal Opportunity Employer

**JOB #:** 4725-22-002-If

**DEPARTMENT:** Corrections - Thumb Correctional Facility

**JOB TYPE:** Permanent Full Time

**BARGAINING UNIT:** UNITED AUTO WORKERS (UAW)

**SALARY:**

Hourly  
\$20.02 - \$29.82

**OPENING DATE:** 08/16/22

**CLOSING DATE:** 08/23/22 11:59 PM

**JOB DESCRIPTION:**

The employee works in a developing capacity with increased responsibility for providing a range of library technician duties. Under the supervision of the Librarian, duties include a broad range of legal and general library operational functions. Includes assisting in providing comprehensive programs, materials and resources for Michigan Department of Correctional staff and prisoners according to statute, administrative rules, American Library Association Standards, Department Policy and Procedure and the Thumb Correctional Facility's procedures. This position is located within the secure perimeter of a level II and Youthful Offender prison on a full time basis and has daily face-to-face contact with convicted felons. This is a DART position.

To apply for State of Michigan jobs, please visit: [www.governmentjobs.com/careers/Michigan](http://www.governmentjobs.com/careers/Michigan) and create your account today!

**STATE EMPLOYEE COMPENSATION**  
*It's more than just a salary!*

**ELIGIBLE EMPLOYEES CAN RECEIVE:**

BENEFITS	PAID TIME OFF	RETIREMENT
<ul style="list-style-type: none"><li>● Health, mental health, dental, vision, and life insurance coverage for the whole family</li><li>● No-cost life insurance at double your annual salary, paying up to \$200,000</li><li>● No-cost vision insurance</li><li>● Disability coverage providing extended benefits and partial pay</li><li>● Supplemental pay and insurance during some military leaves</li></ul>	<ul style="list-style-type: none"><li>● 15-35 paid personal days per year</li><li>● 13 paid sick days per year</li><li>● 12 weeks of paid parental leave after a birth or adoption</li><li>● Up to 14 paid holidays per year including New Year's and Christmas Eve, Memorial and Labor Day, Thanksgiving, Veterans Day, and Juneteeth</li><li>● Up to 1 paid day of school and community leave annually</li></ul>	<ul style="list-style-type: none"><li>● 401(k) and 457 enrollment offered to new hires with multiple investment options</li><li>● 4% automatic contribution by the state for 401(k) plans</li><li>● Up to a 5% match for additional 401(k) account contributions</li><li>● State contributions fully vest after 4 years</li><li>● Funds may be rolled-in from previous retirement accounts</li></ul>

**AND MORE!** Alternate/Remote-Work Schedules for some positions • Bonus and Longevity Pay Programs • Tax-Advantaged Parking and Health Savings Accounts • Public Service Loan Forgiveness Program Eligible Employer • Tuition Reimbursement Program

## **REQUIRED EDUCATION AND EXPERIENCE:**

### **Education**

Completion of two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in library technology, audio-visual technology, or media technology.

### **Experience**

#### **Library Technician 8**

No specific type or amount is required.

#### **Library Technician 9**

One year of experience equivalent to a Library Technician 8.

#### **Library Technician E10**

Two years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician 9.

## **ALTERNATE EDUCATION AND EXPERIENCE:**

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the education requirement.

## **ADDITIONAL REQUIREMENTS AND INFORMATION:**

View the entire job specification at:

[http://www.michigan.gov/documents/LibraryTechnician\\_12801\\_7.pdf](http://www.michigan.gov/documents/LibraryTechnician_12801_7.pdf)

### **Position Description**

***The Department of Corrections may screen out job applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.***

**New hires to the MDOC along with previous MDOC employees that are returning after being away from the department for more than two years will complete Non-Custody New Employee Training (NCNET) either 40 hours or 80 hours of initial in-person training based on their level of offender contact and job classification. All new employees will complete additional online training to successfully complete their non-custody new employee training.**

**\*\*\*\* REQUIRED INFORMATION: Employment in the state classified service demands a high degree of loyalty and imposes high ethical standards on employees to ensure the integrity of state government and maintain effective services. All employees must meet these ethical standards and all appointing authorities are obligated to enforce these ethical standards. As part of this effort all employees are required to report any possible conflict of interest, please review the information and be prepared to respond to questions related to the information in your application. Ethical Standards and Conduct (Note: you do not need to fill out the form)**

### Library Technician Supplemental Questionnaire

- \* 1. LIBRTCH – Do you possess one of the following: Completion of at least two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in library technology, audio-visual technology, or media technology; OR at least four years of office support experience in a library setting.  
 Yes  
 No
- \* 2. LIBRTCH – Please select your level of experience:  
 None.  
 At least one year of experience equivalent to a Library Technician.  
 At least two years of experience equivalent to a Library Technician.  
 At least three years of experience equivalent to a Library Technician.
- \* 3. \*CORR1 - Are you a participant in the Return to Work program? This program is for employees that were displaced from their regular jobs due to work injuries which do not allow them to perform their normal work duties.  
 Yes    No
- \* 4. \*CORR2 - Are you related to or acquainted with anyone who is currently incarcerated in a State prison, tether program, on parole or felony probation status? (NOTE: an affirmative response to this question will NOT automatically result in you being screened out for consideration)  
 Yes    No
- \* 5. \*CORR3 - If yes, indicate name(s), and incarceration/supervision location of prisoner, parolee, or probationer. What is your relationship to the person(s)? If no, enter N/A
- \* 6. \*CORR4 - I understand and agree that the Department of Corrections will make a thorough investigation of my ENTIRE CRIMINAL HISTORY and may verify all data given in the criminal history check. Any material misrepresentation or deliberate omission of a fact in their application may be justification for refusal of, or if employed, termination from employment.  
 Yes    No
- \* 7. \*CORR5 - I understand that if selected for an interview, I will be scheduled electronically through NEOGOV. I have provided a valid e-mail and understand it is my responsibility to monitor said e-mail account for interview opportunities. I also acknowledge that correspondence received through NEOGOV may be sent to a junk mail (including state of Michigan junk mail) or spam account and I will monitor those accounts accordingly.  
 Yes    No
- \* 8. \*CORR6 - Are you an active Michigan Department of Corrections employee? ACTIVE: Includes employees on layoff status due to a Reduction in Force whose recall rights have not expired.

Yes  No

9. \*CORR7 - If yes, please select your current work location:

- Central Office
- FOA Metropolitan Territory
- FOA Outstate Territory
- Kinross Administrative Offices
- Ionia Administrative Offices
- Jackson Administrative Offices
- Alger Correctional Facility
- Baraga Correctional Facility
- Bellamy Creek Correctional Facility
- Carson City Correctional Facility
- Central Michigan Correctional Facility
- Charles E. Egeler Reception and Guidance Center
- Chippewa Correctional Facility
- Cooper Street Correctional Facility
- Detroit Detention Center
- Earnest C. Brooks Correctional Facility
- G. Robert Cotton Correctional Facility
- Gus Harrison Correctional Facility
- Ionia Correctional Facility
- Kinross Correctional Facility
- Lakeland Correctional Facility
- Macomb Correctional Facility
- Marquette Branch Prison
- Michigan Reformatory
- Muskegon Correctional Facility
- Newberry Correctional Facility
- Oaks Correctional Facility
- Parnall Correctional Facility
- Richard A. Handlon Correctional Facility
- Saginaw Correctional Facility
- St. Louis Correctional Facility
- Thumb Correctional Facility
- Women's Huron Valley Correctional Facility
- Woodland Correctional Facility

\* 10. \*CORR9 I confirm that I have reviewed the required information on the Ethical Standards and Conduct via the link provided on the job posting. Based on that review please select the appropriate answer below.

Neither I nor any member of my immediate family (grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild), have personal or financial interests in a business or entity which is contracted with the State of Michigan. Indicate N/A in the box below if this applies.

I, or a member of my immediate family (grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild), have personal or financial interests in a business or entity which is contracted with the State of Michigan as summarized below.

\* 11. \*CORR10 -If you responded that you or a family member does have a conflict of interest to the question above, please explain in detail below. If you responded neither you nor a family member has a conflict please enter N/A.

\* 12. \*CORR11 - Have you ever been employed by the State of Michigan?

Yes  No

\* 13. \*CORR12 - IF you answered yes to the question above please identify which department, former name if used and/or ID number if known. If you answered no, please enter N/A.

\* 14. \*CORR-PROF - Are you currently or have you previously gained status in a position that is identified as a "Professional" position through the use of the Alternative Education and Experience qualification standard? (a professional position is one that requires a bachelor's degree)

Yes  No

\* Required Question