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Library Technician (Part-time), Prequalifying Questions 2018-17

Please complete the following prequalifying questionnaire providing the information requested about your experience and background to include listing employer(s), dates of employment, duration of employment, job title(s), and related job duties. **If you answer with 'See Resume', you will not be considered for this posting.**

This questionnaire will be scored. **The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process.** Information related to education and experience must be verifiable on your application to be given credit.

* 1. The City will look at equivalencies to determine qualifications. Do you have a high school diploma or GED?

Yes No

* 2. What is the highest degree you have completed beyond high school/ GED (Ex: Associates, Bachelor's, etc.), and what field is your degree in? If this doesn't apply, please indicate "N/A".

* 3. Preference may be given based on qualifications and experience. Check all that apply:

- Previous experience working in a library with an integrated library system
 Previous experience preparing books and materials for circulation
 Ability to speak Spanish
 Ability to read Spanish
 Ability to write Spanish
 NONE of these apply to me

* 4. How many years (full-time equivalency) of paid experience do you have in a public library?

None Less than 1 year 1-2 years 2-5 years 5 or more years

* 5. Briefly describe your education, knowledge, and experience (or combination equivalency) that you feel makes you qualified for this position. Please also speak to your database and front desk customer service experience.

* 6. The successful candidate will be expected to: re-shelve books and folios, able to lift 20 pounds, push book carts weighing up to 150 pounds, stoop, reach overhead, and stand or walk for extended periods of time. Are you able to perform these essential functions with or without accommodations?

Yes No

* 7. As a requirement of this position, a valid Oregon Driver's License is required by time of appointment. (Or, if from out-of-state, obtain a valid ODL pursuant to DMV rules.)

I currently have or can obtain a valid ODL I cannot obtain a valid ODL and this DISQUALIFIES me for this position

* 8. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You must submit completed forms to HR via mail, email, fax or in person. Refer to the Job Posting for more information and required form.

I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points N/A

Please review your information for accuracy and completeness. You will not be allowed to return to this page after moving to the next page of the application.

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