

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

742 Harrison Blvd., Ogden, Utah 84404
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Toll Free in Utah 1-800-990-9328

Announces
the Position of
Library Technician I
(Working Title - Accessible Textbook Production Technician)
REANNOUNCED FOR PUBLIC RECRUITMENT

Location: Utah Schools for the Deaf and the Blind
Utah State Instructional Materials Access Center (USIMAC)
742 Harrison Blvd.
Ogden, UT 84404

Announcement No. 08-10
Schedule AL
DPR 50927/6370

JOB SUMMARY Prepares print materials for conversion into accessible formats including large print, Daisy audio format, e-books, and other formats as permitted by law; uses NIMAS files, conversion software, scanners and direct entry; converts textbooks in electronic format into accessible formats; assists in the production of tactile graphics for the visually impaired; coordinates with USIMAC staff, teachers and teaching assistants on production projects; prioritizes requests and schedules completion dates for projects; maintains accurate records; performs light maintenance on production equipment; orders production supplies; collaborates with the Educational Resource Center (ERC) Braille production and USIMAC staff members; performs other duties as assigned.

JOB REQUIREMENTS/SKILLS Must have strong computer skills with a knowledge of word processing, experience with MS Word. Ability to proofread materials; strong attention to detail; work well in a team and meet deadlines; communicate effectively in both oral and written form. Willingness to learn new computer programs and technology. Preference will be given to qualified blind/visually impaired candidates. Successful completion of criminal background check is required for this position.

SALARY AND BENEFITS State of Utah Step 32, \$12.58 per hour. Benefits will be limited to Social Security. This position is exempted by law from the provisions of competitive career service. The State requires employees to receive their pay through Direct Deposit or EPPICard.

ASSIGNMENT PERIOD This is a time-limited, temporary position that will terminate at the end of October 2010.
Work schedule Monday through Friday, 8:00 a.m. to 5:00 p.m.

OPENING DATE: March 10, 2010

CLOSING DATE: Open until filled.

HOW TO APPLY: SUBMIT APPLICATION AND/OR RESUME TO:

UTAH SCHOOLS FOR THE DEAF AND THE BLIND
HUMAN RESOURCE OFFICE
742 HARRISON BLVD.
OGDEN, UT 84404

Reasonable accommodation is provided in the interview process for known disabilities of otherwise qualified applicants. To request a reasonable accommodation in the interviewing process, please contact the Human Resource Office, (801) 629-4705 or (801) 629-4726, at least 24 hours prior to the interview.

The State of Utah, Executive Branch, participates in the Federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program.

Utah Schools for the Deaf and the Blind is an Equal Opportunity Employer and provides reasonable accommodation to the known disabilities of applicants.