



## LIBRARY OF VIRGINIA

### Quality Assurance Specialist

Library Specialist I; Pay Band 3

Salary Range: \$35,000 min to \$40,000 max (commensurate with experience)

**Open to General Public**

The Library of Virginia, the archival agency of the Commonwealth of Virginia, is seeking two Quality Assurance Specialists to work at **the State Records Center (SRC) located in Henrico County on Charles City Road**. These positions will assist with a variety of imaging related tasks under the overall guidance of the Quality Assurance Supervisor. Responsibilities include proficiently performing entry and quality control of data in databases; monitoring and assisting in managing the Media Vault; barcoding incoming media; performing quality control on digital and microfilmed images; operating scanners, readers/printers, and bar-coded printers; accurately pulling security film/cd-rom for duplication or backfile conversion and tracking it; monitoring changes; and coordinating projects with vendors, clerks, public, and other divisions of the Library of Virginia.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

### BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, and much more.

### CORE RESPONSIBILITIES

- 35% - Imaging Services Operational Responsibilities
- 35% - Maintain Media Vault & Microform Inventory System
- 10% - Liaison with Other Divisions, Working Units, Localities, Agencies & the Public
- 10% - Operate Reformatting Equipment
- 10% - Maintain Documentation, Produce Reports, and Handle Requests

### REQUIRED QUALIFICATIONS

- High School diploma or GED;
- Experience in imaging or related field;
- Working knowledge of state government, state court systems, scanning technology, micrographics, and quality control equipment;
- Excellent verbal and written communication skills;
- Excellent customer service skills;
- Ability to work pursuant to an established work schedule and to perform in a rapidly changing environment; and
- Ability to assist, communicate, and meet with staff and public effectively.

### PREFERRED QUALIFICATIONS

- B.A. degree in business, information technology, public administration, history or related field;
- Certification from a photographic or scanning program; and
- Additional courses in quality control or photography desired.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

### **APPLICATION INSTRUCTIONS**

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00236. This is a multi-hire recruitment and candidates for this position will also be considered for position #00237. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov). Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov) or 804-692-3586.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov). **An EEO/AA/ADA Employer**

### **SPECIAL REQUIREMENTS**

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.