

Library Assistant I - Circulation @ Main Branch
Full time – 40 hours per week
Beginning hourly rate: \$9.4070

Internal posting: 3/6/23
Website posting: 3/10/23

Answers to: Head of Circulation (at larger branch) and/or Branch Manager

Nature of Work:

Responsible for providing frontline customer service to the public

Essential Duties and Responsibilities:

Checking in/out materials
Registering patrons
Collecting fines and other library related fees
Place holds on materials for patrons
Answer phones
Identify and send in materials needing cleaning and repair
Answer general questions and assist patrons in locating materials

Other duties as requested

Required Knowledge, Skills and Abilities:

Ability to understand and follow oral and written instructions
Ability to deal effectively with co-workers and the public
"Frontline" public service skills
Basic computer skills, using Windows environment

Physical Requirements:

Work is performed in an office environment and requires sitting, standing and stooping walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally.
Common abilities such as mobility and dexterity

Required Qualifications:

High school diploma or equivalent

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer. A criminal background check and a drug screening are part of the pre-hire process.

6/17/13