

**Circulation Page – Sterlington Branch**  
**8.1312/hour 20-25 hrs/week**

**ANSWERS TO:** Head of Circulation/Branch Head

**NATURE OF WORK:**

Under direct supervision, the employee is responsible for the shelving and retrieving of books and other materials.

**DUTIES AND RESPONSIBILITIES:**

Sort and shelves books according to Dewey decimal System  
Check shelves for correct arrangement of books  
Empty book drop  
Clear tables of books and magazines  
Place new periodical in display and file and store old periodicals  
Retrieve books and periodical from shelves  
Clean and inspect av material  
Assist with opening/closing of building  
Other duties as required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Sort and file alphabetically and numerically  
Ability to follow simple oral & written instructions  
Ability to perform light physical tasks  
Positive attitude toward public service  
Self-motivated

**PHYSICAL REQUIREMENTS:**

Work requires some physical exertion such as long periods of standing, recurring stooping, climbing, or walking. Recurring lifting of moderately heavy items weighing less than 25 lbs and may require occasional lifting of objects weighing more than 25lbs. Common abilities such as mobility and dexterity.

**REQUIRED QUALIFICATIONS**

Sixteen years of age and completion of tenth grade of high school

**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.**

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

*FLSA STATUS: NON-EXEMPT*  
7/1/13