

Library Assistant I – Circulation at JR Searcy Branch

Part Time

Minimum beginning hourly rate: \$9.4070

Answers to: Head of Circulation and Branch Manager

Nature of Work:

Responsible for providing frontline customer service to the public

Essential Duties and Responsibilities:

All duties of the Page position in addition to:

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