



Library Assistant I, Circulation

Main Branch

Website posting: 8/12/21

Part-Time: approximately 25 hours per week

Beginning hourly rate: \$9.4070

Answers to: Branch Manager

Nature of Work

Under general supervision, responsible for providing frontline customer service to the public

Essential Duties and Responsibilities

- All duties of the page position
- Check in/out materials
- Register patrons
- Collect 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
- Ability to operate office and other equipment relative to Library functions

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. FLSA STATUS: NON-EXEMPT

6/7/13