

## DAVID R. POYNTER LEGISLATIVE RESEARCH LIBRARY

### Louisiana House of Representatives

**Position Title: Information Associate**

Location: Louisiana State Capitol  
Baton Rouge, Louisiana

Hours: Part-time; 20 hours July – January, 28 February – June.  
Library hours 8:00 – 5:00, Monday-Friday.  
Some weekend work may be required during legislative sessions.  
Must be available to arrive at 8:00 a.m. or work to 5:00 p.m., as needed.

Open Date: November 4. Position is open until filled.

The Poynter Legislative Research Library provides research and information services to the members and staff of the Louisiana Legislature.

#### **Job Duties & Responsibilities**

- Answers telephones, transfers calls, and provides information to callers.
- Assists with answering the Public Update Legislative Service (PULS) Line from the public.
- Uses computer applications such as word processing, calendar, email, and database software in performing work assignments.
- Performs clerical tasks such as sorting mail, filing, typing, word processing, photocopying, scanning documents, and data entry.
- Assists in library shelving of materials and shelf-reading.
- Other tasks as assigned.

#### **Knowledge, Skills & Abilities**

- Ability to work in a nonpartisan environment, maintain confidentiality, and perform work independent of personal viewpoint.
- Good memory and ability to learn on the job.
- Ability to process, shelve, and deliver books.
- Proficient typist.
- Accuracy and attention to detail.
- Interest in people and willingness to assist them with their questions and requests.

#### **Qualifications**

- High school diploma; associate's degree preferred.
- Interest in the Legislature and desire to serve.
- Prior experience in an office or library setting.

## **Application Instructions**

Applicants should complete the Louisiana House of Representatives Application for Employment, available online at: [http://house.louisiana.gov/H\\_Staff/pdf/2019ApplicationPartTimeEmployment.pdf](http://house.louisiana.gov/H_Staff/pdf/2019ApplicationPartTimeEmployment.pdf). Under "Position or Type of Employment Desired", use the space provided for Year Round "Other" and enter "Information Associate."

On the form there is a question for "Are you willing to travel within the state for purposes of meeting with legislative committees?" This does not apply to library staff and your answer will not influence a decision to hire.

The completed application, résumé and list of references should be submitted either by email to [drplibrary@legis.la.gov](mailto:drplibrary@legis.la.gov) or by mail to:

Library Director  
Poynter Legislative Research Library  
Louisiana House of Representatives  
PO Box 94012  
Baton Rouge, LA 70804-9102