

DAVID R. POYNTER LEGISLATIVE RESEARCH LIBRARY

Louisiana House of Representatives

Position Title: Library Technician

Paraprofessional Position

Location: Louisiana State Capitol
Baton Rouge, Louisiana

Hours: Full-Time, 40 hours per week
Library hours 8:00 – 5:00, Monday-Friday
Some weekend and overtime hours required during legislative sessions

Open Date: December 3, 2018. 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

- Responsible for the processing and delivery of library publications as physical documents.
- Assists with answering the Public Update Legislative Service (PULS) Line from the public.
- Legislative district office support, with research questions referred to the librarian assigned to the related subject matter.
- Compiles and prepares the *Index to Miscellaneous Actions of the Legislature* under the supervision of the library deputy director.
- Indexes commendations and resolutions, condolences and memorials, simple legislation.
- Responsible for acquisition, financial and periodical check-in data entry using library software. Assists with entry into other library databases under the supervision of a librarian.
- Assists librarians with research requests and compilation of legislative histories.
- Shelves books and documents according to Library of Congress classification rules.
- Other tasks as assigned.

Knowledge, Skills & Abilities

- Ability to work in a nonpartisan environment, maintain confidentiality, and perform work independent of personal viewpoint.
- Ability to perform Internet, catalog, and legislative database searches and interpret results.
- 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

- Bachelor's degree from an accredited college or university.
- Interest in the Legislature and desire to serve.
- Available to work overtime during legislative sessions and during the interim as needed, including weekend work immediately before and after session.
- No legislative experience required. Two years of library or clerical experience preferred.

Benefits

The House of Representatives offers outstanding benefits to eligible employees and their dependents. Included are state retirement benefits, insurance, paid annual leave and sick leave, paid state holidays, flexible spending accounts, employee discounts, and more.

Application Instructions

Applicants should complete the Louisiana House of Representatives Application for Employment, available online at: http://house.louisiana.gov/H_Staff/pdf/2017ApplicationFullTimeEmployment.pdf . Under "Position or Type of Employment Desired" use the space provided for "Other" and enter "Library Technician."

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, cover letter, and résumé should be submitted to either by email to drplib@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