

DAVID R. POYNTER LEGISLATIVE RESEARCH LIBRARY

Louisiana House of Representatives

Position Title: Library Technician

Location: Louisiana State Capitol
Baton Rouge, Louisiana

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

Open Date: August 21, 2022. 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 Public Update Legislative Service (PULS) Line questions from the public.
- Supports district office legislative assistants with information requests.
- 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 perform basic Internet, catalog, and legislative database searches and interpret results.
- Ability to process, shelve, and deliver books.
- Ability to work in a nonpartisan environment, maintain confidentiality, and perform work independent of personal viewpoint.
- 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.

Salary & Benefits

Louisiana State Employees Retirement System membership & benefits, state employee holidays as provided by law, medical insurance, vacation and sick leave, and additional benefits.

Application Instructions

Applicants should complete the Louisiana House of Representatives Application for Employment, available online at https://house.louisiana.gov/H_Staff/pdf/2020ApplicationFullTimeEmployment.pdf . Under "Position or Type of Employment Desired" use the space provided for "Other" and enter "Library Technician." Send completed applications to the address on the form or emailed to drplibrary@legis.la.gov .

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.

A letter of application and résumé should be submitted to either 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