

Beauregard Parish Library

205 S Washington Avenue, DeRidder, Louisiana, 70634 337-463-6217
Equal Opportunity Employer

Job Announcement

The Beauregard parish Library is accepting applications for a part time (up to 27 hours per week) clerk position at the DeRidder Branch.

Education Requirements: High School Diploma or equivalent – minimum wage of \$7.25 during training and \$10.16 per hour after that.

Job Knowledge Requirements:

Must pass background check and random drug tests if given.

Ability to learn:

- > library policies and procedures for assigned area
- > organizational structure

Ability to follow written and verbal instruction for the essential function of the job.

Ability to input and retrieve data from databases for the essential functions of the job, such as:

- > registration of library users
- > receipt of charges or fees
- > circulation of materials
- > processing requests
- > processing library materials
- > entering / removing items in inventory
- > promoting and encouraging use of library to users and non-users
- > maintain confidentiality
- > additional duties as assigned

Interpersonal skills to establish and maintain positive interactions with public and other staff in individual and group situations.

Availability to attend a 2 week training course to master essential job skills.

Application deadline: June 18, 2018 by 5:30 PM