

Louisiana House of Representatives



House Legislative Services Job Posting

Position: Librarian I/Information Specialist

Supplemental Information

Full-time

Starting salary: \$57,010

The Louisiana House of Representatives, House Legislative Services (HLS), is seeking to fill a Librarian I/Information Specialist position. A Librarian conducts research, maintains the library collection, indexes legislative instruments, and performs other duties as assigned under supervision of the director. Performs the following functions: cataloging, serials management, reference collection, Public Update Legislative Service line (PULS) assistance, and legal collection. Provides accurate, unbiased information and contributes technical skills as needed. If the Librarian position is occupied by an attorney, that person is required to apply legal analysis and remain in good standing with the Louisiana State Bar Association by fulfilling all of its requirements, including continuing education. May be required to work overtime routinely during legislative sessions and periodically during the interim periods between sessions. May be required to perform physical duties that include lifting or moving heavy objects up to 25 pounds and using a step stool to move library materials.

Minimum Qualifications:

Must possess a Master of Information and Library Science or Master of Information Science degree from a college or university accredited by the American Library Association. A cataloger must have completed coursework in cataloging and management of information or possess experience in cataloging under the supervision of a librarian. A background in law and legal research is preferred for the position of law librarian. Must be proficient in typing and word processing functions.

Application Process:

To apply, please submit a letter of interest, resume, and completed job application (see below) to Cortny Jarrell via email at jarrellc@legis.la.gov.

Applications may be submitted by mail to: Cortny Jarrell, State Capitol Annex Building, P.O. Box 44197, Baton Rouge, LA 70804-4197.

Failure to provide sufficient evidence of qualifications in your resume may result in a “not qualified” determination.

The job application can be found at:

https://house.louisiana.gov/H_Staff/pdf/Application%20-%20Full%20Time%20Employment.pdf