



Riverside County Law Library

Library Assistant, Riverside/Indio/Temecula [Substitute Position]

The Riverside County Law Library is dedicated to empowering its 2.4 million county residents to perform the highest quality of legal research and practice through free and open access to the law. Our fantastic team of information professionals enjoy a collaborative work environment, opportunities for growth, and a culture that values diversity and inclusiveness.

The Riverside County Law Library seeks an energetic, forward-thinking, and collaborative library assistant to join its team. Under general supervision of the Public Services Librarian, the Library Assistant performs paraprofessional library and technical support duties.

Key responsibilities include:

- Process library materials including checking-in items on serials records, spine labeling, prepare shelving instructions, carding materials, and making them shelf ready.
- File all types of collection updates for books, fiche and audiovisual materials; re-shelve books; re-file periodicals; assist with processing materials to be withdrawn from the collection.
- Shelf library materials, shift collection as needed and shelf-read for proper call number order.
- Identify problem areas in the collection and refer them to Supervisory Librarian.
- Perform general filing tasks and assists with special filing projects.
- Perform general information desk duties: retrieve books, media and information; direct patrons to research area; answer phone inquiries; calculate and collect fees for services and products; refer inquiries to supervisor as required.
- Assist with collecting statistics and preparing routine reports.
- Assist with preparing program and promotional materials including bibliographies, class hand-outs, flyers, and brochures.

Qualifications:

- Bachelor's degree, Associate's degree or Library Technology Certificate in lieu of or in combination of prior library work experience.
- Computer proficiency (Windows)
- Experience working in a library environment
- Familiarity with legal materials

Hours / Schedules:

Part-time, 15 – 19 hours per week.

Flexible work schedule, within Library hours of 8:00 am to 7:00 pm, Monday thru Thursday; 8:00 am to 5:00 pm Friday; and 9:00 am to 1:00 pm Saturdays.

HOW TO APPLY

Applicants should fill out an application at <http://www.rclawlibrary.org/about/work-here/> and send a resume with cover letter to victoria.williamson@rclawlibrary.org.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.