



Riverside County Law Library

Library Assistant, Temecula [Part time]

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 collegial work environment, opportunities for growth and innovation, and a genuine opportunity to make a difference.

The Riverside County Law Library seeks an energetic, forward-thinking, and collaborative library assistant to work independently at the Temecula Law Resource Center. Under general supervision of the User Experience Librarian, the Library Assistant performs a variety of clerical, technical support, and paraprofessional duties.

Key responsibilities include:

- 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 patrons in the use of library equipment and facilities; direct patrons to appropriate machine; refer technical problems to supervisor as required.
- Responsible for the safety and cleanliness of the work area.
- Files loose-leaf services and other supplementation
- Shelves library materials, shifts books as needed, and shelf reads for proper call number order
- Assists with planning and coordinating community outreach programs
- Assists with promoting library services and programs
- Assist with special projects or perform related duties and responsibilities as required.

Education and Experience

- Required Qualifications
 - Associate or Bachelor's degree
 - Computer proficiency
- Preferred Qualifications
 - Experience working in a library environment
 - Familiarity with legal materials

Hours / Schedule

- Up to 18 hours per week
- Flexible hours within the Temecula Law Resource Center business hours: Tuesday thru Thursday, 10am – 4pm

HOW TO APPLY

For more information and a full job description visit www.rclawlibrary.org Applicants should send a resume and cover letter to victoria.williamson@rclawlibrary.org.

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