



Victor Miceli Law Library
3989 Lemon Street
Riverside, CA 92501
t: (951) 368-0368
f: (951) 368-0185

Indio Branch
82-995 Highway 111
Indio, CA 92201
t: (760) 848-7151
f: (760) 863-2022

Temecula Law Resource Center
Temecula Public Library
30600 Pauba Road
Temecula, CA 92592
t: (951) 693-8900

Job Posting

Job Title

Substitute Library Assistant, Indio Branch

Job Summary

- Files loose-leaf services and other supplementation
- Shelves library materials, shifts books as needed, and shelf reads for proper call number order
- Provides reference services to public and assists patrons in the use of library materials, equipment, and facilities
- Completes other duties or projects as assigned

Education and Experience

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

Hours / Schedule

- Flexible hours with Library's 8:00 am – 5:00 pm, Monday – Friday timeframe

To apply, complete the [application form](#) and submit a cover letter and resume to:

Riverside County Law Library
Victoria Williamson, Director
3989 Lemon Street
Riverside, CA 92501
victoria.williamson@rclawlibrary.org