



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

Indio Branch
46-900A Monroe Street
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, Victor Miceli Law Library

Job Summary

Position involves responsible clerical work involving information desk & technical support services including:

- Perform general information desk duties and assists patrons in the use of library materials, equipment and facilities.
- File all types of collection updates for books, fiche and audiovisual materials
- Withdraw & discard library material from the catalog records
- Shelve library materials, shift books as needed, and shelf read for proper call number order
- Maintain pamphlet/periodical display area
- Perform general filing tasks and assist with special filing projects in Technical Services
- Assist in processing library materials to meet departmental goals
- Perform other related work and special projects as needed

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 within Library hours: 8am – 7pm, Monday thru Thursday; 8am – 5pm Friday; 9am – 1pm Saturday.

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