



**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 (Riverside & Temecula)

### 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: 9am – 4pm, Monday thru 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