



## **Riverside County Law Library**

### **Job Title**

Library Assistant – Riverside – Part Time

### **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**

- Part-time, 10-19 hours per week

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

**To apply, please submit a cover letter and resume to:**

Riverside County Law Library

Victoria Williamson, Director

3989 Lemon Street

Riverside, CA 92501

[Victoria.williamson@rclawlibrary.org](mailto:Victoria.williamson@rclawlibrary.org)