



**Library Assistant – Part Time**

**Riverside County Law Library**



**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

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## Job Posting

### 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, 10-29 hours per week
- Flexible hours within Library hours: 8am – 7pm, Monday thru Thursday; 8am – 5pm 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)