The Ventura County Law Library is seeking an extra help Library Technician to staff the Law Library for 10-15 hours a week, and as needed. The Law Library is open 49 hours a week: Monday-Thursday 8am-6pm, and Friday 8am-5pm. We are looking for candidates with availability on Wednesday and Thursday afternoons/evenings. The pay for this position is $15.00 hourly. Part time staff members are eligible for sick leave after 30 days of employment.

Position Description and Duties
Under general supervision, the Library Technician performs a variety of duties in the Ventura County Law Library, including:

- Checking books in/out, renewing items, collecting fines and fees, and creating new patron library cards.
- Assisting patrons with computers, copiers, and other library equipment.
- Updating and maintaining Law Library materials with looseleaf filing, pocket parts, and other materials received from publishers.
- Reference services to members of the public, attorneys, judges, and others, in person, over the phone, and via email.
- Shelving books, shelf reading, dusting, and cleaning library equipment.
- Other duties as assigned.

Position Requirements
- High school diploma or GED.
- At least one year in a customer-facing role.
- Familiarity with basic computer applications such as word processing, e-mail, etc.
- Understanding of alphabetizing, indexing, and filing methods.
- Basic mathematics skills; will be required to use a cash register, count money, and make change.
- Ability to understand and follow oral and written instructions.
- Skill in establishing and maintaining working relationships with library users and staff.
Preferred Qualifications

- Associates degree or higher.
- Applicants with library or legal experience are preferred; “experience” includes classes and internships as well as paid work.
- Bi-lingual (Spanish-English) highly desirable.

Physical requirements and environment

- Must be able to lift, push, pull and carry up to 20 pounds of library materials or supplies from one part of the library to another, and to pull, push, or drag up to 50 pounds; must be able to push and pull loaded shelving carts, weighing up to 100 pounds.
- May be required to stand or sit for extended periods and will frequently bend, squat, stoop, reach, and/or reach above the shoulders.
- May occasionally be required to use step stools or climb ladders to an elevation of up to 6 feet.
- Must use eyes, ears, hands and fingers to perform assigned duties and responsibilities.
- This job is performed mainly indoors in a climate-controlled environment, however, you may be exposed to dust and/or odors.

About the Library
The Ventura County Law Library is located at the Ventura County Government Center. We are housed in the Hall of Justice and operate independently of the Courts and the County. We are governed by a 6 member Board of Trustees. Our employees are Law Library employees and work at our location only.

To Apply
Please send a brief email with a copy of your resume and the contact information for two references to Law Library Director Katie Drow at katied@vencolawlib.org, with a subject line of “Library Technician.”