The Riverside County Law Library is dedicated to empowering its 2.4 million county residents to perform the highest quality of legal research and practice through free and open access to the law. Our excellent team of information professionals enjoy a collegial work environment, opportunities for growth and a culture that values diversity and inclusiveness.

The Riverside County Law Library seeks a dynamic, forward-thinking, and collaborative Librarian to join its team. The Reference Librarian is responsible for providing legal reference services and research instruction and works collaboratively with other librarians in delivering high-quality programs and services to a wide range of library users using print and digital resources.

**Key responsibilities include:**
- Perform all patron access services functions such as opening and closing procedures, conference room reservation, class registration, and circulation of MCLE materials.
- Provide reference service using a variety of print and digital resources.
- Provide training in reference services and resources for library staff.
- Teach classes and prepares class materials for members of the legal community and the general public.
- Plan, coordinate, and deliver continuing legal education programs in the law library.
- Maintain MCLE program certification records and files.
- Recommend and integrate the application of new technologies to reference services and provide training programs for library staff.
- Prepare and maintain online legal research guides, video tutorials and library user guides.
- Participate in space planning and collection development activities such as evaluating and recommending titles for acquisition, retention or withdrawal, and assist with maintaining and updating the collection.
- Participate in law library professional association activities, attend meetings and workshops to keep up with current developments and best practices in the delivery of reference and research instruction, patron access and collection access services.

Qualifications:
- ALA-accredited MLS/MLIS degree and/or JD with significant law library work experience.
- Knowledge of and familiarity with legal resources in all formats particularly with AngloAmerican law library collection and government documents.
- Knowledge of issues, emerging trends and technologies as applied to county law libraries.
- Strong oral, written, and interpersonal communication skills.

Compensation
Salary is commensurate with qualifications and experience. Benefits include CalPERS retirement, life insurance, flexible health, paid holidays, vacation & sick leaves, and a tuition reimbursement program.

HOW TO APPLY
Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to victoria.williamson@rclawlibrary.org. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.