



Riverside County Law Library

Branch Librarian (Temecula Law Resource Center)

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 fantastic team of information professionals enjoy a collegial work environment, opportunities for growth and innovation, and a culture that values diversity and inclusiveness.

The Riverside County Law Library seeks an energetic, forward-thinking, and collaborative Branch Librarian to join its team. This is a Librarian I level position responsible for providing quality legal information services to the public by delivering quality reference and research instruction programs and assisting with collection management of the Temecula Law Resource Center.

Key responsibilities include:

- Provide reference service in-house, by phone, email, or online service, using a variety of print and electronic resources.
- Participate in collection development activities such as evaluating and recommending titles for acquisition, retention, or withdrawal, and assist with maintaining and updating the collection.
- Interpret, communicate, and explain library policies and procedures to patrons and staff and determine best course of action to resolve issues.
- Enforce law library rules, drafts, and submits RCLL Suspension Notice forms as necessary.
- Instruct patrons and staff in the use of library materials and equipment.
- Participate in CCCLL LibChat service for an hour a week.
- Perform all patron access services tasks such as opening and closing procedures, conference room reservation, class registration and circulation of MCLE materials.
- Contribute content for newsletter, blog and social media posts, as well as promote the law library and use of its eResources to the community.
- Participate in planning and developing educational programs including legal research and MCLE classes, community outreach and public service programs.

Education and Experience

- ALA-accredited Master's degree in library/information science and/or JD with significant law library work experience.
- Library or law library work experience preferred.
- Strong computer skills including proficiency in using MS Office Suite, web conferencing and event registration software applications, as well as knowledge of current law library service, organization, procedures, equipment, and technologies.

Compensation & Benefits

Salary dependent upon qualifications and experience. Excellent benefits package including annual leave (vacation and sick leave) of 23 – 33 days per year depending upon years of employment; 12 paid holidays; health, vision, and dental insurance; life insurance, and retirement through CalPERS.

HOW TO APPLY

For more information and a full job description visit www.rclawlibrary.org Applicants should send a resumé and cover letter to victoria.williamson@rclawlibrary.org. Position open until filled.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.