JOB POSTING

Job Title
Administrative Assistant – Riverside - Full Time

Job Summary
Position involves responsible administrative support, and general office procedures work to ensure efficient law library operation. Reports to the Director.

- Perform multifaceted general office support
- Perform bookkeeping and routine accounting functions as appropriate
- Prepare employee attendance reports for payroll processing and assist with employee benefits administration
- Coordinate between branches in resolving day-to-day administrative and operational problems
- Oversee all aspects of office supply purchases including inventory and maintenance of inventory
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; and evaluating new equipment
- Assist with planning and coordinating the development, repair and maintenance of all library buildings and property systems
- Assist with staff development program and library events planning
- Assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required

Education and Experience

- Required Qualifications
  - Bachelor's degree in accounting, finance, public or business administration or related field
  - Two years bookkeeping and administrative work experience
  - Computer proficiency (Windows and QuickBooks)

Compensation/Benefits

- Salary Range: $23.07 - $29.44 per hour
- Benefits: Excellent benefits package including annual leave (vacation and sick leave) of 23 – 33 days per year depending upon years of employment; 12 paid holidays per year; health, vision and dental insurance; life insurance, and retirement through CalPERS including voluntary participation in a 457 Plan benefit program.

To apply, please submit a cover letter and resumé to:
Riverside County Law Library
Lauren Patterson, Administrative Officer/Librarian
3989 Lemon Street
Riverside, CA 92501
lauren.patterson@rclawlibrary.org