



**Victor Miceli Law Library**  
3989 Lemon Street  
Riverside, CA 92501  
t: (951) 368-0368  
f: (951) 368-0185

**Indio Branch**  
82-995 Highway 111  
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 – Temecula Law Resource Center - Part Time

### Job Summary

- Files loose-leaf services and other supplementation
- Shelves library materials, shifts books as needed, and shelf reads for proper call number order
- Provides reference services to public and assists patrons in the use of library materials, equipment, and facilities
- Assists with planning and coordinating community outreach programs
- Assists with promoting library services and programs
- Completes other duties or special projects as assigned

### 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

- Up to 18 hours per week
- Flexible hours within the Temecula Law Resource Center business hours: Tuesday thru Thursday, 10am – 4pm

**To apply, complete the [application form](#) and submit a cover letter and resumé to:**

Riverside County Law Library  
Victoria Williamson, Director  
3989 Lemon Street  
Riverside, CA 92501  
[victoria.williamson@rclawlibrary.org](mailto:victoria.williamson@rclawlibrary.org)