



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

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 24 hours of work schedule
- Flexible hours within the Temecula Law Resource Center business hours:
Monday through Friday, 10am – 6pm

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