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

Indio Branch
82-995 Highway 111
Suite 102
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

LIBRARY ASSISTANT, Part-time

SUMMARY: Under general supervision, performs routine clerical work in support of technical services, public services and administrative services.

This is an entry level position and involves processing of materials and performance of a variety of general clerical duties within the library.

Employees in this class may have limited or no directly related law library work experience. This class is typically used as a training class. Once trained, employees work independently following established principles of library operations, policies and procedures.

ESSENTIAL DUTIES:
The following are representative of the duties and responsibilities for this position. Any specific duties not listed below does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assist with receiving and processing all mail, UPS, FedEx, etc.
- Process library materials including checking in items on serials records, spine labeling, prepare shelving instructions, carding materials, and making them shelf ready.
- File all types of collection updates for books, fiche and audiovisual materials; re-shelve books; re-file periodicals; assist with processing materials to be withdrawn and discarded from the collection.
- Shelve library materials, shift collection as needed and shelf read for proper call number order.
- Identify problem areas in the collection and refer them to Acquisitions & Metadata Librarian.
- Maintain pamphlet & periodical display area.
- Perform general filing tasks and assists with special filing projects
- Perform general information desk duties: retrieve books, media and information; direct patrons to research area; answer phone inquiries; calculate and collect fees for services and products; refer inquiries to supervisor as required.
- Assist patrons in the use of library equipment and facilities; direct patrons to appropriate machine; refer technical problems to supervisor as required.
- Assist in preparation of public relations materials, such as newsletters, event flyers, and class/program materials.
- Responsible for the safety and cleanliness of the work area.
- Assist with special projects or perform additional tasks as assigned.

QUALIFICATIONS:
- **Required**
  o Associate or Bachelor's Degree
  o Computer proficiency (Windows)
- **Preferred**
  o Experience working in a library environment
  o Familiarity with legal materials

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KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge of basic library policies and procedures.
- Knowledge of library reference sources
- Knowledge of basic methods and techniques of library indexing, filing and record-keeping
- Knowledge of basic methods and techniques of locating and shelving books and periodicals.
- Working knowledge of office equipment including photocopiers, fax machines, computers and supporting word processing and spreadsheet applications.
- Demonstrated ability to type/keyboard book identification information, correspondence, reports, newsletters, orders, statistical data and electronic distribution from rough drafts, marginal notes, or general instructions.
- Good oral and written communication and interpersonal skills
- Good customer service skills

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The employee must be able to lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus associated with the constant use of computer monitors and pages of numbers and written texts.