

Law Firm Library Research Specialist

Legal Placements, Inc.

Locations include Washington, DC; Nashville, TN; Miami, FL; Palm Beach, FL

Our client, an international law firm, is currently seeking an experienced research law librarian to support their busy team on a long-term contract basis. This role will ideally start this summer and is an open ended, long-term contract. This is hybrid position, meaning the librarian's time is split between working in the office and working remotely. **Applicants must have prior library research experience, ideally in a legal environment. The firm will also consider applicants that recently completed their MLS degree.** Additional qualifications include proficiency with Lexis, Westlaw, MS Office and PACER, and the ability to analyze and concisely summarize complex legal and non-legal information.

Bachelor's degree and MLS are preferred, although law firm research experience will be considered in lieu of the master's degree.

The role is open in the following geographical areas:

West Coast - San Francisco, Silicon Valley, Los Angeles, or San Diego.

East Coast – Washington, DC, Miami, Nashville, New York, and Palm Beach

Middle – Austin and Houston, TX.

Job Duties:

- Perform sophisticated legal and non-legal research using a variety of resources.
- Conduct reference interviews via phone, email or instant messaging.
- Analyze research requests and recommend appropriate resources to patrons.
- Monitor news, legislation, regulations, cases and other information.
- Participate in evaluation of new resources and training as needed.

Candidates working in any of the firm's office must be fully vaccinated against Covid-19. Please send resumes to supportstaff@legalplacements.com