

Law Librarian

Excellent opportunity to join a collegial atmosphere of a small, national law firm based in Washington, DC, that practices for the public interest representing the public sector in energy and telecommunications. Individual will be responsible for managing the overall library, including technical services, research, reference, contract negotiation, budgeting, internet postings, assorted duties related to website and intranet development, monitoring and reporting on regulatory and congressional development, and the paralegal/associate research training. Two years minimum Law Library experience and solid Bluebook cite-checking preferred. Some supervisory skills desired. Candidates should have MLS degree from an ALA accredited institution, with strong interpersonal and organizational skills. Position includes management and training of a small paralegal staff.

Spiegel offers competitive compensation and an excellent benefits package, including with Metro-accessible offices in downtown DC. Position is currently a hybrid work arrangement, working Monday through Friday, and requires a local DC Metro area residency.

It is an essential job requirement to be fully vaccinated against COVID-19 for this role. If you need an accommodation of any kind for religious or disability reasons, including related to this job requirement, please contact Human Resources.

Applicants only need apply by submitting a cover letter, resume, transcripts and a writing sample to the Human Resources Manager at recruiting@spiegelmc.com. Spiegel is an EOE/M/F/V and an e-Verify participant.

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