

## Technical Services/Research Law Librarian Central Intelligence Agency

### Description

As a Technical Services/Research Law Librarian for the CIA, you will assist with the management of core legal information repositories for the Office of General Counsel (OGC) to support its broad spectrum of practice areas. You will participate in the selection, acquisition and maintenance of targeted legal information resources by providing guidance on legal research resources and best practices; by providing current awareness of legal developments across OGC practice areas; and by conducting unique legal research that leverages advanced research skills against specialized resources.

To perform this job successfully, you must be able to perform the following key responsibilities, as listed below:

- Serve as a central resource for managing OGC knowledge and information.
- Apply knowledge of legal information in the maintenance of a classification/metadata scheme.
- Provide guidance and training on the use and availability of resources and legal research capabilities.
- Perform complex research, including locating federal statutes, regulations, executive orders, cases, international treaties, conventions, agreements, and protocols.
- Create procedural and informational pathfinders, bibliographies, and other documentation.

### ENTERPRISE FUNCTIONS AT THE CIA - OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel (OGC) is part of the CIA's Enterprise Functions, which provides governance and oversight to the business of intelligence effort across the Agency at Headquarters and in locations worldwide. OGC is an independent office of the CIA that provides legal advice and guidance to the Agency and to the Director of the CIA. [Learn more about the Office of General Counsel.](#)

### LIFE AT CIA

In addition to a comprehensive [benefits](#) package, the CIA offers exciting career opportunities and a dynamic environment. We're on the forefront of world-altering events – as they happen. So working here isn't just a job, it's a mindset and a lifestyle.

## Qualifications

US citizenship required (dual-national US citizens eligible). All positions require relocation to the Washington, DC metro area.

### MINIMUM QUALIFICATIONS:

- Master of Library Science (MLS) degree from an ALA-accredited institution
- Demonstrated knowledge of search technologies and concrete, advanced information retrieval techniques
- Experienced user of Lexis, Westlaw, and other common legal information platforms
- Demonstrated knowledge of the traditional legal research method
- Knowledge of cataloging principles, practices, and systems
- Enthusiastic commitment to customer service
- Excellent written and verbal communications skills
- Flexibility and strong interpersonal skills
- Demonstrated ability to work independently and collaboratively
- Minimum of two (2) years of experience as a librarian in a large law firm
- GPA of at least 3.0 on a 4-point scale

### ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:

- A thorough medical and psychological exam
- A polygraph interview
- A comprehensive background investigation

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last 12 months. The issue of illegal drug use prior to 12 months ago is carefully evaluated during the medical and security processing.

## How to Apply

To apply, go to <https://www.cia.gov/careers/opportunities/support-professional/technical-services-research-law-librarian.html#job-details-tab3>.