

Reference and Research Librarian

Cadence Group

Federal Library – Washington, DC

RESPONSIBILITIES

- Search for, identify, and vet expert witnesses
- Create comprehensive and highly detailed expert witness vetting reports of friendly and adverse witnesses for Justice Department litigation. Vettings include in-depth analysis of background reports, legal proceedings, expert witness depositions and trial testimonies, Daubert motions, author publications, professional licenses, news searches, and web and social media research.
- Track down hard-to-locate assets; routinely conduct searches on state databases, commercial resources, and social media to locate information on individuals
- Perform complex legal research and legislative analysis of both current and historical legal topics using complex resources and specialized finding aids for the following divisions: Civil Appellate, Office of Legal Counsel, National Security Division, United States Attorney's Office, Environmental Division, Civil Rights and many others.
- Locate information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic databases
- Collaborate with division attorneys, economists, paralegals, statisticians, research assistants, law interns, and field office staff
- Respond to inquiries made face-to-face, by telephone, or by virtual means

REQUIREMENTS:

- Solid understanding of federal and state court systems, how to read a docket sheet, how a case progresses through a court, what the different types of filings are, and legal terminology
- Expertise in finding legal resources and government documents from a wide variety of electronic resources, including Westlaw, Lexis, Bloomberg Law, and HeinOnline
- Knowledge of complex resources and special finding aids
- Extensive legal research experience a big plus
- Extreme attention to detail
- Proficient at finding both print (like West's Key Number System) and electronic resources
- Ability to clearly communicate with attorneys, economists, library techs, paralegals, statisticians, law interns, field office staff, and research assistants
- Highly proficient at locating information from free government resources, like GPO FDsys, Congress.gov, and regulatory agency websites

- Familiarity with any of the following: Lexis, Westlaw, Factiva, Ebsco, Mergent Online, HeinOnline, JSTOR, Proquest Congressional, GPO FDsys, Congress.gov, and regulatory agency websites
- Experience working in a federal government agency highly desired
- Minimum of 2 years of experience fulfilling library reference and research requests
- Accredited Masters Degree in Library Science
- Juris Doctorate a plus

To Apply

To apply, please go to <http://www.cadence-group.com/job-descriptions/#reference-and-research-librarian-washington-dc>.