

Research Librarian (3242)

Latham & Watkins LLP

Latham & Watkins, a global law firm consistently ranked among the top firms in the world, is currently seeking a Research Librarian to join our winning team, located in Washington, D.C. The success of our firm is largely determined by our commitment to hire and develop the very best and brightest, creating a team that provides our clients with the highest quality of work and service. We are driven by our core values: respect, innovation and collaboration.

The Research Librarian will receive a generous total compensation package. Bonuses are awarded in recognition of individual and firm performance. Eligible employees can participate in Latham's comprehensive benefit program including healthcare, life and disability insurance, flexible spending accounts, a 401k plan, and more! In addition, employees receive 10 paid holidays per year, and a PTO program that accrues 23 days during the first year of employment and grows with tenure.

The Research Librarian is responsible for providing research services involving legal, business, and general information sources to attorneys, paralegals and staff using a variety of print and electronic research tools. He or she also performs other functions regarding library operations. Your responsibilities will include these and other critical functions:

- Conducting domestic and international legal and non-legal research utilizing appropriate print and electronic research tools and directs Library users to appropriate sources
- Reviewing diverse sources of information for currency, reliability, relevance, and cost effectiveness, then choosing the best sources for answering research requests
- Compiling and organizing information obtained in research projects into a coherent, focused collection, accompanied by explanatory notes, if relevant, so that the material is readily understandable to the user
- Monitoring legal, business and news sources for current developments in practice areas, for clients and industries; compiling results into a concise publication for distribution to relevant groups
- Providing training in print and electronic resources and research skills in a variety of settings and using diverse media
- Providing orientation regarding library procedures and uses for new personnel
- Maintaining awareness of current developments on legal news and information services, including the Internet and e-resources relevant to the Firm's practice areas. May also monitor law journals and newsletters and compile bulletins of legal developments for attorneys
- Performing cite-checking: analyzing and verifying legal citations in memoranda and pleadings using Lexis or Westlaw, and the Blue Book or other citation authority
- Maintaining familiarity with and performing library administrative tasks, such as processing books for the catalog, processing library mail for distribution to attorneys, shelving books and periodicals, filing loose-leaf services and periodicals, processing bills for payment, and maintaining collections of specialty materials Interfacing with other law firms, agencies, libraries and organizations; representing the firm in a professional manner
- Completing special projects on various issues as assigned

Promoting effective work practices, working as a team member, and showing respect for co-workers

A bachelor's degree is required. A master's degree in Library Science (MLS) is preferred, or a master's degree in another specialty may be considered in lieu of the MLS. A minimum of three (3) years research experience in a law firm library may be substituted for the master's degree. The successful Research Librarian will have knowledge of print and electronic legal and non-legal research resources; strong analytical skills; ability to organize collections of materials and information; well developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the

firm; strong communication skills, both written and verbal; ability to work as a team player; capable of collaborating with research staff in their own and other offices and drawing on the individual skills of the members of the research team to complete all aspects of an assignment; ability to handle confidential and sensitive information with the appropriate discretion; ability to manage time well, prioritize effectively, and handle multiple deadlines; and knowledge and proficiency in PC applications, including MS Office, Adobe and SharePoint and other applications.

Qualified candidates are encouraged to apply using the application link provided.

<https://lathamwatkins-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobInfo&version=1&jobid=2259>

Latham & Watkins is an Equal Opportunity Employer. Our commitment to diversity, equal opportunity and sustainability enables Latham & Watkins to draw from a remarkable wealth of talent to create one of the world's leading law firms.

About Latham & Watkins LLP

Founded in 1934, Latham & Watkins is a full-service global law firm with more than 2,000 lawyers in its offices in the world's major financial, business and regulatory centers. The founders of Latham & Watkins instilled an ethic of hard work, commitment and quality that flourishes today and has nurtured the firm's growth into one of the world's premier business law firms. With that growth, we have built internationally recognized practices in a wide spectrum of transactional, corporate, litigation and regulatory areas. Our success is grounded in our devotion to the collaborative process, which reaches across global offices and practices and draws upon our deep subject matter expertise, an abiding commitment to teamwork and a powerful tradition of creative lawyering. Our lawyers, paralegals and professional staff throughout the world comprise a rich mixture of men and women of different races, ethnic backgrounds, sexual orientations, cultures and primary languages. We are strengthened enormously by this diversity, and our commitment to diversity and equal opportunity enables us to draw from a remarkable wealth of talent to recruit and retain the best lawyers and create one of the world's leading law firms.