

Reference Librarian

Library

Job #S20180405 – Washington, D.C.

Perkins Coie LLP is currently seeking a Reference Librarian to join the Library & Research Services team in our Washington DC office.

This position will be responsible for providing support for a very busy reference desk. Duties will include reference, research and user instruction. Additional public services or technical services tasks may be assigned as well. The reference librarian will be part of a team of librarians in multiple time zones. The reference librarian must have excellent customer service skills with the ability to communicate clearly both orally and in writing. The ability to handle multiple complex research projects, attention to detail and strong teamwork skills are required. Qualified applicants must have a Master's degree in Librarianship and have solid skills in utilizing standard PC applications and navigating the internet and research databases.

Demonstrated knowledge of legal research, legal citation formats, and legal databases such as Westlaw, Lexis Advance, and Bloomberg Law is strongly preferred. Experience conducting business, patent, and technical research is highly desirable as well as three or more years of experience in a legal or corporate library.

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