

Research Librarian

Bryan Cave Leighton Paisner LLP – Washington, DC

With over 1,400 lawyers in 31 offices across North America, Europe, the Middle East and Asia, Bryan Cave Leighton Paisner LLP is a fully integrated global law firm that provides clients with connected legal advice, wherever and whenever they need it. The firm is known for its relationship-driven, collaborative culture, diverse legal experience and industry-shaping innovation and offers clients one of the most active M&A, real estate, financial services, litigation and corporate risk practices in the world.

Position Overview

We are looking for a Research Librarian who shares a passion for research, innovation and excellent customer service who can provide a wide variety of research and related services to lawyers and staff locally and globally as needed. This position participates in the training of lawyers and paralegals on library and research services, the use of new technologies and/or upgraded versions of existing services. The Research Librarian is also part of a global research team and participates in firmwide calls and projects with a dedicated and supportive Library and Research Services team. Travel to NY office once a quarter also required.

Responsibilities

- Provides in-depth as well as quick reference legal and business research support to lawyers, staff and clients globally through an appropriate combination of traditional resources and emerging technologies
- Monitors and responds to a wide variety of research requests utilizing a reference request database and coordinates this effort with other global research team members.
- Participates in planning and implementation of training programs for lawyers and staff to promote the effective use of library resources, both locally and globally as needed.
- Utilizes interlibrary loan and document retrieval services as needed.
- Participates in Firmwide teleconferences with library and research services staff as scheduled.
- Participates as a team member on select projects and initiatives as assigned.
- Stays current on research technologies by keeping up with professional literature
- Takes responsibility for various administrative tasks as needed.
- Performs other duties as assigned, including both Firmwide and local library projects
- Makes quarterly visits to New York office to support research needs, promote library and research services functions and build relationships in New York office.

Essential Job Specifications/Qualifications

- Ability to deal professionally and possess demonstrated interpersonal skills and the ability and commitment to interact effectively with a diverse clientele both internally and externally

- Ability to manage multiple tasks, to prioritize and complete projects rapidly and efficiently, yet thoroughly.
- Demonstrated expertise in legal and corporate research techniques using both print and electronic resources
- Ability and willingness to participate in the process of evaluating websites and electronic research resources from substantive and technical perspectives
- Proven proficiency in a variety of databases, including but not limited to Lexis, Westlaw, Bloomberg Law, Cheetah, Courtlink and a variety of specialty research resources.
- Demonstrated customer service orientation and proactive creative approach to marketing library and research services
- Clear, concise and effective verbal and written communication skills, including demonstrated ability to present to individuals and groups
- Ability to work independently and collaboratively, often with coworkers in other offices
- Proven success as a service-oriented, proactive, flexible, adaptable, responsible and detail-oriented individual in prior position(s)
- Proven experience with automated library systems preferred.
- Experience with web page creation software such as Microsoft SharePoint preferred.
- Requires the ability to regularly report to work on the days and times scheduled.

Education/Experience/Certifications

- Master's degree in Library Science or equivalent from an ALA accredited school
- Minimum two years law library experience, preferably in a law firm setting.
- Will consider someone with related experience and proven track record.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the incumbent in the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills of the employee. Duties and responsibilities may change at any time with or without notice.

Equal Opportunity Employer

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