Reference Librarian
McGuireWoods – Richmond, VA

Overview
McGuireWoods LLP has an opening for an experienced Reference Librarian in the Richmond, VA office. The Reference Librarian provides research and reference services to lawyers and staff. The ideal candidate will have three to five years of librarian experience in a law firm environment.

McGuireWoods is a full-service firm providing legal and business solutions to corporate, individual and nonprofit clients worldwide for more than 184 years. Our law firm has earned the loyalty of many longstanding clients with deep understanding of their businesses and broad skills in corporate transactions, high-stakes disputes, and complex regulatory and compliance matters. People come here to do great, challenging work and we provide the resources and training for them to succeed and develop professionally. Working together from offices in the U.S., Europe and Asia, McGuire Woods is dedicated to diverse perspectives, impeccable service, and innovative delivery of practical, business-minded solutions. For more information, visit www.mcguirewoods.com.

California residents have special rights with respect to personal information. If you are a California resident applying for a position at McGuireWoods, our statement describes your rights and personal information the firm collects.

Responsibilities
- Performs complex legal and non-legal research and reference services for clients, lawyers and staff for multiple offices
- Maintains current knowledge and proficiency in the use of legal and non-legal computer information retrieval systems
- Exercises independent judgment and discretion in the selection of information sources, research methods and document delivery options when responding to reference and research questions
- Provides ready reference services at regularly assigned hours and as needed
- Processes interlibrary loan requests and maintains necessary/appropriate records as needed
- Participates in and coordinates orientation and training of new attorneys/staff as requested

Qualifications
- Requires a Master's degree in Library and Information Sciences from an ALA accredited program
- Must have 3-5 years related experience as a professional law librarian
• Must have knowledge of legal bibliography, legal research and computer assisted legal research
• Must have advanced knowledge of Westlaw, Lexis and other computer assisted research tools

Apply at: https://tinyurl.com/vavr676