Research Services Manager (Law Library Manager)
Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
Nationwide, with many locations in the SEAALL region

Position Summary
We have the opportunity for an experienced Research Services Manager (Law Library Manager) to join the Firm’s expanding Knowledge Management department. The position will supervise the Firm’s research function. The Research Services Manager will perform legal and business research to support Firm needs, and assist users in the selection and use of print and electronic research tools. This position may sit in one of our national Ogletree offices.

Essential Functions
• Supervises Research Services team, providing guidance in setting individual goals and regular feedback regarding individual performance, and prepares annual performance evaluations.
• Provides oversight of research processes to ensure quality and consistency of research work product.
• Identifies opportunities for process improvement and automation as it relates to research work.
• Oversees the firm’s research budget, including print and digital materials as well as online research tools.
• Communicates firm policy and expectations to Research Services staff.
• Conducts staff meetings to facilitate training for Research Services team.
• May provide formal research training to attorneys and staff.
• Monitors staff activities via Quest and provides regular reports to CKO.
• Proficient in research using LexisNexis, Westlaw, and other electronic resources.
• Uses resources in compliance with firm policies.
• Evaluates research results and creates value-added research products including executive summaries and special reports.
• Assists users in the selection and use of print and electronic research tools, and provides training including cost-effective research techniques.
• Monitors online databases and other resources for practice-specific information.
• Accurately records billable and non-billable research in firm time entry system, in accordance with firm policy.
• Participates in professional development through internal and external training and involvement in professional associations.
• Models qualities and performance desired in firm employees, including attendance, professionalism, quality work product, and customer service attitude.
Requirements

- MLS degree or equivalent required.
- 7+ years law firm library or equivalent experience required.
- Uses public interface of library catalog and Research Monitor password portal.
- Proficient in use of Westlaw, Lexis, BNA, CCH, Hein, Hoovers, Monitor Suite, Accurint, TLO and other library research resources.
- Experience with evaluating and managing integrated library systems preferred.
- Proficient in all Microsoft applications, including but not limited to Word, Excel, PowerPoint, Outlook, Document Management System, and SharePoint library site.

Please note, we are not working with outside recruiters for this position.

Benefits

Ogletree Deakins offers a robust suite of benefits for our Staff including: Paid Time Off, Sick Time, a 401(k) matching program, Profit Sharing, Paid Holidays, Paid Parental Leave, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), Tuition Reimbursement and an Employee Assistance Program.

Firm Overview

Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. The firm has more than 900 lawyers located in 53 offices across the United States, Canada, Europe and Mexico. Ogletree Deakins has been named a “Law Firm of the Year” for eight consecutive years by U.S. News – Best Lawyers® “Best Law Firms”. In 2019, the publication named Ogletree Deakins its “Law Firm of the Year” in the Employment Law category. In addition to handling labor and employment law matters, the firm has thriving practices focused on business immigration, employee benefits, and workplace safety and health law. Ogletree Deakins represents a diverse range of clients, from small businesses to Fortune 50 companies.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments and strongly encourage the interest of diverse candidates in the firm. Equal Opportunity Employer.

Apply at: https://ogletree.com/careers/job-opportunities/atlanta-greenville/research-services-manager-1-117974/