



Research Librarian Job Ad

Mitchell Silberberg & Knupp is a mid-sized law firm on the west side of Los Angeles. The firm practices business law with an emphasis on Complex Litigation, Intellectual Property & Technology, Immigration, Labor & Employment, Entertainment, Tax, Benefits, Corporate Business Transaction, and Wealth Management. We are seeking a **Research Librarian** to join our Los Angeles office.

The Research Librarian mainly performs legal, business and competitive intelligence research for lawyers, clients, and firm departments using a variety of electronic and print resources. Typical projects may include research on individuals, attorneys, judges, mediators, and companies; legislative history research; locating court documents; researching example pleadings or motions; locating example clauses in SEC filings; and tracking litigation. The Research Librarian also performs catalog management and copy cataloging for the library, and is the backup for attorney training on research databases.

JOB FUNCTIONS

- Performs both quick and in-depth, complex case, statute, company, news, public records and business research with the ability to acquire, organize, and disseminate information in the most cost effective and timely manner.
- Identifies resources and develops research strategies for attorneys, paralegals and other staff.
- Performs EOS copy cataloging and serials work.
- Maintains relationships with lending libraries and document retrieval services.
- Assists with collection development by evaluating information needs, research requests, available resources and usage patterns; provides input on addition of new resources and weeding of resources no longer needed.
- Assists with collection maintenance duties including the ordering and cataloging of books, routing serials and shelving materials.
- Assists with financial management of the library by reviewing and confirming invoices and allocating expenses to the appropriate accounts.

- Assists with maintaining the library intranet pages and other tools to facilitate research, retrieval and current awareness among all internal parties.
- Assists in orientation of new attorneys to library services, research materials, procedures and policies.
- Supports the firm's usage of legal and business databases by acting as the backup for securing passwords, coordinating introductory and recurring training and troubleshooting technical issues.
- Must stay current with new and developing trends in research and technology and continually develop expertise (attend trainings, read literature).
- Special projects and other duties as assigned.

JOB QUALIFICATIONS

- Master's degree in Library Science from an ALA accredited program or comparable degree is required.
- Minimum of 1 year of professional experience in user services in a law firm library setting.
- Fluency in computer-assisted research concepts and demonstrated facility in electronic research including legal, scientific, business and public records databases.
- Detail-oriented and organized, with ability to perform routine tasks with thoroughness, precision and care.
- Excellent written and verbal communications skills.
- Experience with Microsoft Office Suite (MS Word, Excel, PowerPoint and Outlook) and Adobe Acrobat.
- Strong user customer service skills, including the ability to prioritize requests with a high level of competence and accuracy; the ability to remain composed and professional under stressful circumstances.
- Ability for critical thinking and complex problem solving.
- Strong work ethic and ability to maintain strict confidentiality.
- Experience using major legal and business databases/research platforms, including Lexis Advance, Courtlink, PACER, CCH Intelliconnect, and Practical Law.

PHYSICAL DEMANDS

- Light to moderate physical effort, including climbing step stools, pushing loaded book carts, lifting books (weighing up to 30 pounds) and carrying various other materials (weighing up to 15 pounds). Ability to touch and feel using a computer keyboard. Ability to see color and data on computer monitor.

MSK offers competitive compensation, 401K, medical, vision and dental coverage, life and AD&D insurance, flexible spending accounts and more.

Please submit resume to staffrecruits@msk.com.

www.msk.com

EOE

Qualified candidates with criminal histories will be considered consistent with applicable law.