



### **Library and Marketing Assistant**

Jeffer Mangels Butler & Mitchell LLP is seeking a full-time Library and Marketing Assistant for its San Francisco office. See below for more information. Please send your resume and salary requirements via email to [JKrikorian@jmbm.com](mailto:JKrikorian@jmbm.com)

#### **Job Summary:**

Provides research services, competitive intelligence and marketing research to lawyers and staff Firmwide. Reports to the Head Librarian and the Director of Marketing & Business Development.

#### **Duties and Responsibilities:**

- Provides a wide variety of in-depth as well as quick reference research services for lawyers and staff utilizing both electronic and print resources Firmwide.
- Monitor the various news sources for articles mentioning the Firm or are of interest to the lawyers.
- Monitor firm's key industry sectors, clients and prospective clients and related news sources to identify and communicate information about potential opportunities for new work/clients to marketing team and/or relevant attorneys.
- Maintain a high level of understanding of the latest research methods and tools and evaluate the effectiveness of the firm's current tools and make recommendations for improvement.
- Assist in capturing, analyzing and disseminating Firm litigation/dispute resolution, deal and other substantive experience as appropriate.
- Produces weekly summary of the news articles mentioning the Firm.
- Processes the California complaints that involve the Firm's clients as defendants.
- Bills for time as appropriate.
- Handles all phases of interlibrary loan and document retrieval service
- Handles day to day maintenance tasks such as processing mail, checking in and routing newsletters, shelving books, etc.

#### **Job Specifications/Qualifications:**

- Ability to be professional 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 in an organized manner and to prioritize and complete projects rapidly and efficiently, yet thoroughly.
- Demonstrate expertise in legal and corporate research techniques using both print and electronic resources.

- Ability to evaluate websites and electronic research resources from substantive and technical perspectives.
- Demonstrate customer service orientation and proactive creative approach to marketing library and research services.
- Ability to work independently and collaboratively, often with coworkers in other offices.
- Familiarity with Lexis, Westlaw, Hoover's and other online resources are beneficial.
- Other duties as required including varied writing and editing assignments.

**Education and/or Experience:**

BA/BS required, ALA Master's Degree preferred, and previous law library experience a plus.