



Top tier, international AmLaw 200 law firm in Palo Alto has an exciting opportunity for a Legal Library Assistant to provide firm-wide library support! Ideal candidates will have 5+ years of experience in a law firm or related specialty, a Bachelors' degree and excellent organizational and communication skills. Must be tech savvy. This firm has a great culture and offers a generous compensation and benefits package.

Responsibilities include:

- ordering and processing library publications
- handling circulation
- managing day-to-day library operations
- conducting research service
- maintaining databases and spreadsheets
- assisting with library assistant related tasks
- corresponding with external vendors in all aspects of ordering

To apply, please email your resume to [psolis@jwmichaels.com](mailto:psolis@jwmichaels.com) for consideration.