



### **About Winston & Strawn**

Winston & Strawn LLP is an international law firm with more than 875 attorneys and 725 staff across 17 offices in Brussels, Charlotte, Chicago, Dallas, Dubai, Hong Kong, Houston, London, Los Angeles, Moscow, New York, Newark, Paris, San Francisco, Shanghai, Silicon Valley, and Washington, D.C. The exceptional depth and geographic reach of our resources enable the firm to manage virtually every type of business-related legal issue. Winston is extremely focused on providing outstanding service to its many clients. The firm also is known for top-notch training and generous community involvement. We work hard to create a workplace that is professional, team-oriented, and civic-minded, where diverse talents and skills are highly valued.

### **Position Overview:**

**This position can be in Los Angeles, San Francisco or Silicon Valley**

The **Research Librarian** provides substantive and advanced research to support the firm's practice areas including, but not limited to, intellectual property research, corporate/securities research, legislative research, and other legal, factual and financial research. This position requires substantive knowledge of the legal resources and databases used to conduct research for client work and for business development efforts. Other duties include: educating attorneys and staff on resources and research strategies; participating in projects that increase the value of Library Services to the firm; mentoring and providing research guidance to research librarians and library staff; providing scheduled after-hours and weekend research support to address urgent requests.

### **DUTIES AND RESPONSIBILITIES:**

#### **Primary:**

1. Provides substantive legal and factual research services to attorneys and staff throughout the firm using a variety of business, intellectual property, government and legal information resources.

2. Utilizes firm technology to provide timely and accurate monitoring, intake and assignment of requests directed to Library Services, and to properly capture necessary details for client bill-back and payments to vendors for services rendered.
3. Sets up and maintains alerts on companies, cases and topical areas for individual attorneys and attorney groups.
4. Liaisons with particular practice groups, as assigned, to build relationships, educate on available knowledge resources, and provide substantive research support.
5. Maintains substantive and technical knowledge and fluency in the firm's electronic databases and assists end-users with guidance and training in these resources.
6. Promotes knowledge resources and management locally and firm-wide with coordinated educational approaches, such as attorney orientation and training, creating pathfinders and resources guides, etc.

### **Secondary:**

1. Keeps abreast and knowledgeable about trends in library research, practices and technology. Maintains knowledge of relevant resources in assigned practice areas. Maintains awareness of news, as well as legal and governmental actions, that impact our clients and the law firm industry.
2. Provides back-up support to interlibrary loan and document retrieval assistant. Evaluates and tests electronic resources to assist with identifying services that meet and advance firm, client, and business development information and efficiency needs.
3. Provides input into collection management needs for both print and electronic resources.
4. Assists with maintaining the local office physical library space and resources.
5. Mentors research librarians and library staff.

### **QUALIFICATIONS:**

#### **Must be specifically listed on resume in order to be considered for this position:**

- An MLS or comparable and/or JD degree from an accredited university.
- Minimum of 2 years' experience as a law librarian.

### **Competencies:**

1. Ability to work as part of a virtual team. Dependable, flexible and a good team player.
2. Ability to work on a scheduled basis after-hours and weekends to address urgent requests.
3. Excellent oral and written communication skills.
4. Excellent analytical and organizational skills including the ability to problem-solve, ask questions and prepare answers in a professional, declarative and clear manner. Excellent focus and attention to detail in gathering, accessing and presenting information efficiently and cost-effectively to attorneys and staff.
5. Excellent skills and knowledge of legal/library research systems.
6. Solid skills in Microsoft office platforms including Word, Excel, PowerPoint, Outlook.

7. Committed to excellent customer service with excellent interpersonal skills including the ability to communicate, follow instructions, and work effectively with a diverse group of attorneys and staff.
8. Understanding of the unique law firm environment including confidentiality, sensitivity, judgment, discretion, diplomacy, courtesy and tact in handling issues related to the firm.
9. Ability to work at a computer workstation for extended periods of time.

**ADDITIONAL QUALIFICATIONS:**

J.D. degree. More than 2 years' experience as a research librarian in a law firm or university law library. Extensive knowledge of legal and non-legal electronic resources. Excellent knowledge and skills in internet research including social media research. Solid Excel skills including ability to create charts, graphs, pivot tables. Experience in training attorneys and legal staff in legal resources and electronic platforms. Experience giving oral training presentations. Knowledge and experience with library OPAC platforms, SydneyEnterprise experience a plus.

This is a full-time, permanent position; Monday through Friday, either 9:30 a.m. to 5:30 p.m. or 10:00 a.m. to 6:00 p.m. Pacific Time.

**Clearance of firm standard background check required.**

**We value diversity in our workplace. EOE/Minorities/Females/Vets/Disabled**

Apply [here](#).