



Research Services Librarian

Buchalter, APC , an AmLaw 200 Law Firm with 5 offices, has an opening for a Research Services Librarian in the Los Angeles office. This position reports to the Director of Library and Information Resources.

Hours: 9:30 a.m.- 6:30 p.m.

Responsibilities include:

Performs legal, business and competitive intelligence research for lawyers, paralegals and staff using a variety of electronic and print resources. This can include both quick and in-depth, complex case, statute, company, news, public records and company research which needs to be organized and disseminated in the most cost effective and timely manner.

Identifies electronic resources on Firm's intranet and those in the print collection and develops research strategies for attorneys and other staff.

Performs EOS copy cataloging and maintains online catalog.

Supports the Firm's usage of legal and business databases by securing passwords, assisting in coordinating training and trouble -shooting technical issues.

Assists with maintaining the Library's intranet research tiles and updating or adding new research links.

Assists in orientation of new attorneys to library services, research materials, procedures and policies.

Assists with collection development by evaluating new digital resources, assessing attorney information needs and usage patterns, and providing input on addition of new resources. Orders news materials as needed and maintains acquisition records with publishers and outside vendors.

Participates in projects that increase the value of library services to the Firm.

Stays current with new and developing trends in research and technology.

Job Qualifications

Masters in Library Science degree required. Business and Company research experience preferred and Legal research required.

Minimum of 3 years of professional experience in user services in Law Firm library setting.

Experience using LEXIS Advance, Courtlink, Law360, Bloomberglaw.com, CCH Cheetah, Pacer, Practical Law, LEXIS Mosaic and HeinOnline.

Strong customer service skills, including be able to prioritize requests with high level of competency, accuracy and attention to detail.

Excellent written and verbal communication skills.

Ability for critical thinking and complex problem solving.

Strong work ethic and ability to maintain confidentiality.

Must have the ability to comprehend and summarize research results and deliver the most relevant information in a timely manner.

Proficiency with Microsoft Word, Excel and Powerpoint is required.

Buchalter offers competitive compensation, 401K, medical, vision and dental coverage, etc. Please submit resumes to Lauren Clemente, Recruiting Manager at lclemente@buchalter.com