



**Librarian
Haynes and Boone LLP**

Position	Librarian
Office Location	Palo Alto or Costa Mesa
Full Time	Yes
Basic Function	<p>Haynes and Boone, LLP is one of the American Lawyer top 100 law firms, with more than 600 lawyers in 15 offices and 40 major legal practices. We are among the largest firms based in the United States. Our growth has been driven by our client service strengths, especially our problem-solving acumen and our ability to collaborate with clients.</p> <p>This exempt employee is responsible for providing reference and research assistance to lawyers and paralegals in all Haynes and Boone offices; and for assisting Haynes and Boone employees in using the Library.</p>
Essential Duties	<ol style="list-style-type: none">1. Perform complete, accurate and timely communications and information delivery to firm and client personnel, and other information services users.2. Provides reference and research assistance in support of the various legal and administrative departments throughout the firm.3. Provide research using traditional print and electronic information resources and tools;4. Locate information on all types of legal and non-legal subject

matter;

5. Coordinate interlibrary loan transactions;

6. Coordinate LexisNexis and Westlaw and other vendor provided online services training; and

7. Assists on technical services and knowledge projects.

8. Works with Director on Library and Competitive Intelligence projects.

9. Administer and support credentials for access and cost recovery for Library electronic resources and the firm's electronic resource management service, Onelog.

Desired Education

The Librarian will have a M.L.S., M.L.I.S., M.I.S., or equivalent degree from an American Library Association-accredited school.

Qualifications

Knowledge/Experience: The Librarian should possess a basic understanding of the practice of law with an extensive knowledge of sources and methods used in law, business, economics, and the social sciences; and have a detailed understanding of the various electronic resources available in these areas. Three or more years reference experience in a law library or a library with a significant law book collection.

Skills: The Librarian will have strong electronic research skills, including but not limited to, the use of LexisNexis, Westlaw, public records databases, and the Internet; and should demonstrate proficiency in multiple standard office applications. The Librarian should possess good communication and interpersonal skills, and a highly developed customer service orientation; and the ability to work independently and as a team member in a fast-paced environment.

Education: The Librarian will have a M.L.S., M.L.I.S., M.I.S., or equivalent degree from an American Library Association-accredited school

Physical Demands and Working Conditions **Physical Demands:** Must be able to move around the office up to 15% of the time to make copies, fax, file, etc. Remains stationary at least 85% of the time. This position operates computers and other office productivity machines (e.g., fax machine, copier, printer, etc.) on a regular basis. Occasionally required to move documents or files weighing up to 15 lbs. This position requires constant communication and exchange of information with the Firm lawyers, clients and staff. This position must be able to inspect and observe information on a computer screen at least 80% of the time.

Working Conditions: Office Environment. Occasional travel to firm offices and conferences.

Send resumes to Lee Bernstein: lee.bernstein@haynesboone.com

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