ANY U.S. OFFICE
Research Librarian

Summary of Essential Duties and Responsibilities:

The Firm Research and Library Services Research Librarian is responsible for providing reference and research services to lawyers, paralegals and support staff. The Research Librarian works independently in performing research and related projects and is expected to perform all job duties with a commitment to providing superior service to clients, producing quality work product and maintaining an atmosphere of teamwork and continuous improvement. The Research Librarian performs in-depth and complex business and legal reference and research duties, including responding to user requests for information from internal and external resources, onsite and offsite materials, and print and non-print media on legal, business and general topics. Above all, the Research Librarian must fulfill the needs of the Firm in a manner which is consistent with the Firm's vision and values.

Required Qualifications:
- Master’s degree required; Library Science degree preferred.
- Minimum of five years demonstrated experience in law library resources, fundamentals, and procedures.
- Working knowledge of the litigation process and docketing, including creating updating and maintaining docket alerts, tracking and research.
- Experience with online searches using external databases and services including, but not limited to, Westlaw, Lexis Advance, Bloomberg Law, D&B Hoovers, Cheetah, and Capital IQ.

To apply, go to: https://staffapply.jonesday.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=b964cd3e-9ca4-41f8-aa2f-b5d35554bc0b