Senior Research Librarian  
Hybrid Flexible – Location can be in LA, SF or DC  

Job Description

Who We Are
Munger Tolles has been consistently ranked on The American Lawyer’s A-List since its inception in 2004, including seven years in the top spot. We strive to hire only the most qualified and creative lawyers. We believe that clerkships provide valuable experience. In this regard, about 80 percent of our attorneys served as law clerks to federal or state judges and sixteen attorneys were clerks to U.S. Supreme Court Justices. We recruit and retain the best professional talent to support our Attorneys with a focus on service and excellence. We have a full spectrum of functional positions including IT, Accounting, Human Resources, Legal Support, and Marketing.

JOB SUMMARY:
The Senior Research Librarian is the firm’s primary resource for reference assistance and research on specific legal issues and business research. The Senior Research Librarian provides library outreach and training on practice development and research products.

JOB FUNCTIONS

- Reference assistance and retrieval – responding to attorney and staff inquiries for quick information and document delivery.
- Legal research – providing in-depth research and analysis on discrete legal issues upon request from attorneys.
- Business research – examining corporate information and transactional data to support due diligence questions concerning companies and their operation.
- Legislative and regulatory history – compiling official and media background information for statutes and regulations, usually preliminary to outsourcing a full history.
• Resource assistance – identifying resources and developing research strategies for associates, staff attorneys, summer associates, fellows and paralegals.
• Public records research – locating people, assets and personal histories in party, witness and expert searches.
• Competitive intelligence – compiling and analyzing corporate and personal data for potential clients and opposing parties in consideration of new matters and requests for proposals; similar research for potential lateral hires.
• Current awareness – supporting attorneys and the practice development department with litigation spotting, issue tracking and case monitoring using automated and conventional resources
• Training and Instruction – building attorney and staff skills with structured training modules and one-to-one teaching moments.
• Library resource promotion and outreach – designing and maintaining the library intranet pages and other tools to facilitate research, retrieval and current awareness among all personnel
• Needs assessment – working with practice group leaders to identify information and service needs, evaluate potential new resources, and assess existing holdings
• Special projects and other duties as assigned.

COMPETENCIES
Communicates effectively
Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Being resilient
Rebounding from setbacks and adversity when facing difficult situations.
Collaborates
Building partnerships and working collaboratively with others to meet shared objectives.
Instills trust
Gaining the confidence and trust of others through honesty, integrity, and authenticity.
Customer focus
Building strong customer relationships and delivering customer-centric solutions.
Drives results
Consistently achieving results, even under tough circumstances.
Situational adaptability
Adapting approach and demeanor in real time to match the shifting demands of different situations.

TOOLS
• Computer, telephone, copier, scanner, projector, book cart.
MINIMUM JOB QUALIFICATIONS

- Masters in library science from an ALA-accredited program or comparable degree.
- Legal research and database skills including Westlaw Edge, Lexis+, Lex Machina, Bloomberglaw, Lexis Intelligize, VitalLaw, Checkpoint, S&P Capital IQ, and others.
- Minimum of five years professional experience in user services in a law firm library setting.
- Business and intellectual property research skills are very desirable.
- Fluency in computer-assisted research concepts and demonstrated facility in electronic research including legal, scientific, business and public records databases.
- Strong organizational skills, oral and written communication skills, and instructional skills.
- Experience in webpage design and content management.
- Experience with word-processing, spreadsheet and presentation applications.
- Strong user-service orientation.
- Flexibility, composure and the ability to prioritize and handle many urgent tasks and requests simultaneously with a high level of competence and accuracy; the ability to remain composed and professional under stressful circumstances.
- Ability to work independently on focused projects.
- Willingness to work with Library staff as a cohesive team and with other Firm personnel to deliver consistently high-quality information services.
- Ability for critical thinking and complex problem solving.
- Ability to adapt and apply new technologies and workflows.
- Excellent critical thinking and complex problem solving skills.
- Basic troubleshooting skills with common IT issues involving access to databases and online content.
- Ability to work independently and under pressure; evidence of ability to initiate and carry projects through to completion and manage multiple priorities under tight deadlines.
- Strong oral and written communication skills.
- Self-motivated, resourceful, creative and highly organized individual with strong attention to details.
- Strong customer service orientation and a positive, team-oriented attitude.
- Excellent interpersonal skills, with the ability to forge relationships with management, colleagues and a diverse clientele.
- Must be willing and available to work some evenings and weekends, as necessary to complete tasks.
PHYSICAL DEMANDS
Writing, typing, reading, speaking, hearing, seeing, sitting, bending, reaching, lifting up to 25 lbs.

WORKING CONDITIONS
Quiet office environment in a high-rise building, seated the majority of the time.

DIRECT REPORTS
None

Benefits
- Medical, Dental, Vision, Flexible Spending, HSA, 401k
- Variety of provided and voluntary benefits like life insurance, long-term care insurance and critical illness insurance
- Employee Assistance Program
- Back-up Child Care Benefit
- Paid Holidays
- Transportation Allowance
- Frequent celebrations, events and gatherings
- Health and Wellness classes
- Competitive compensation programs
- Generous leaves of absence policy

For information on Munger, Tolles & Olson LLP, and other job opportunities, please visit our website at www.mto.com

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