Research Librarian, Jones Day

We are hiring a Research Librarian! This position is responsible for providing reference and research services to lawyers, paralegals and support staff. The Research Librarian performs in-depth and complex business and legal reference and research, 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. 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.

Required Qualifications include:

Library Science degree preferred but will consider equivalent combination of education, training and experience

Minimum of four years demonstrated experience of law library resources, fundamentals, and procedures.

Ability to perform online research using external databases and services included but not limited to Westlaw, Lexis Advance, Bloomberg Law, D&B Hoovers, Intelligize, Capital IQ, Monitor Suite, Hein Online, etc.

Ability to locate and obtain material through Document Delivery, Interlibrary Loan, and third party providers.

Working knowledge of the litigation process, docketing and drafting tools, as well as artificial intelligence technologies.

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