Research Librarian - Downtown LA

Beacon Hill is working with a prestigious law firm that is interested in hiring a Legal Research Librarian for their LA office that has 1-3 years of law library experience. Ideal candidate is someone who has experience with PACER, Lexus Nexus, and Westlaw. MLS/ MLIS not required but high preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides research and reference assistance to attorneys in all practice areas in a timely and effective manner using various print and digital resources. Bills time to client/matters as appropriate.
- Provides research and reference assistance to support the functions of the various administrative departments of the firm, including but not limited to, Client Development, New Business/Conflicts, secretarial, paralegal and Managing Attorney Office.
- Performs regular monitoring of news, dockets, legislative and regulatory changes, and other subject area monitoring as necessary. Assists in the preparation of related updates, newsletters, and other communications.
- Works with Director to support the maintenance of intranet research collections by performing regular link checking and data collection/input to facilitate integration of subject-specific resources into larger firm portal.
- Provides library orientation and training in print and electronic resources to library patrons.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree required.
- MLS or MLIS Degree from an ALA accredited institution preferred. (Combination of education in a research-intensive field with relevant work experience may be considered.)
- 1-3 years of law library experience is preferred.
- Previous law firm experience is preferred.

*Salary is based on experience but the range for LA is 73K-109K, plus medical benefits, PTO, bonuses, and 401K.

If interested, please send resumes to LegalPermLAX@beaconhillstaffing.com.