Haynes and Boone

At Haynes and Boone, our people are the driving force behind our success. Because we value the role every individual plays in how we deliver exceptional legal services, we hire people who will contribute to our professional reputation, enhance client relationships and share in our success.

LIBRARIAN (REMOTE)

Basic Function

This exempt employee is responsible for providing reference and research assistance to lawyers and staff in all Haynes and Boone offices; and for assisting Haynes and Boone employees in using information services.

Essential Duties

- Perform complete, accurate and timely communications and information delivery to firm and client personnel, and other information services users.
- Provides reference and research assistance in support of the various legal and administrative departments throughout the firm.
- Provide research using traditional print and electronic information resources and tools.
- Locate information on all types of legal and non-legal subject matter.
- Provide and coordinate document delivery with third party vendors.
- Coordinate LexisNexis and Westlaw and other vendor provided online services training.
- Assists on technical services and knowledge projects.
- Works with Manager on Library and Competitive Intelligence projects.
• Administer and support credentials for access and cost recovery for Library electronic resources and the firm’s electronic resource management service, Onelog.

**Reporting Relationship**
The Librarian will report directly to the Senior Library Manager.

**Qualifications**

**Knowledge/Experience:**

- 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.
- 3+ years research experience. Experience in large law, corporate or professional services preferred.

**Skills:**

- Strong electronic research skills, including but not limited to, the use of LexisNexis, Westlaw, public records databases and state/federal dockets.
- Proficiency in multiple standard office applications.
- Good communication and interpersonal skills, and a highly developed customer service orientation.
- Ability to work independently and as a team member in a fast-paced environment.

**Education:**

- An M.L.S., M.L.I.S., M.I.S., or equivalent degree from an American Library Association-accredited school.

**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:**
Remote. Occasional travel to firm offices and conferences.

Location: Orange County (CA), Denver (CO), Dallas (TX).

Salary Range: $75,000 - $90,000 per annum

To **Apply**