



Research Librarian

Come join the research team at Crowell & Moring!

Position can be located in any US office.

Headquarters: 1001 Pennsylvania Avenue NW, Washington, DC 20004, USA

Job Description

Crowell & Moring LLP is an international law firm with offices in the United States, Europe, MENA, and Asia that represents clients in litigation and arbitration, regulatory and policy, intellectual property, and transactional and corporate matters. The firm is internationally recognized for its representation of Fortune 500 companies in high-stakes litigation and government-facing matters, as well as its ongoing commitment to pro bono service and diversity, equity, and inclusion.

Job Summary

The Research Librarian provides research support and outreach for all offices and works as a member of the firmwide Research Services team. The position also participates in training, collection development, and special projects that enhance the services offered by the department.

Job Responsibilities

- Conducts business, legal, legislative, regulatory research for attorneys, marketing staff and paralegals, providing initial analysis of research results and summaries of key findings.
- Provides background research and competitive intelligence on current or potential clients and markets in support of business and client development efforts.
- Guides attorneys and staff on the effective use of research databases and print collection
- Provides current awareness and alerting services for attorneys and staff.
- Assists in resolving access and technical issues with online resources.
- Remains current on technological applications and best practices relevant to providing high quality research services.

- Recommends additions of print and electronic sources to the Research Services collection, maintaining a focus on trends in client requests and interests.
- Performs other special projects or duties as needed.
- Requires occasional overtime and travel.
- West Coast hours preferred. If candidate located in CT/EST time zone, should be able to cover business hours for West Coast offices on an as-needed basis.

Qualifications

Knowledge, Skills and Abilities

- Demonstrated research skills and knowledge of major legal and non-legal databases, including but not limited to Westlaw & Lexis platforms, Bloomberg Law, VitalLaw from Wolters Kluwer, Lex Machina, Pacer, etc.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing, with attorneys and firm staff.
- Demonstrated ability to conduct analysis of research results and communicate scope and meaning of results found or not found to patrons.
- Ability to work effectively both independently and with others in a cooperative manner to accomplish department functions and participate in firm wide team efforts.
- Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.

Education

A Masters of Library Science or related degree, or a Juris Doctor (JD) is required. A combination of relevant education and/or experience may be considered as a substitute for education.

Experience

The position requires a minimum of two (2) years of related experience during which knowledge, skills and abilities relevant to the position were demonstrated

Additional Information

Crowell & Moring LLP offers a competitive compensation and comprehensive [benefits](#) package. Our benefits include healthcare, vision, dental, retirement, and all-purpose leave and progressive options such as back up childcare, wellness programs, cultural events and social activities. We take great pride in our positive, friendly culture that rewards hard work and success, at the same time recognizing the importance of family and community service. Our Firm is committed to fair and equitable compensation practice in accordance with applicable laws. The salary range for this position is \$76,200-\$115,710. Additional compensation may include a discretionary bonus. The salary for this position may vary based on location, market data, an applicant's skills and prior experience, certain degrees and certifications, and other factors.

PLEASE APPLY AT: <https://jobs.smartrecruiters.com/CrowellMoring/744000026220486-research-librarian?trid=81a27abc-8939-4e5e-a3c3-8f89b42e93fc>