



Research Librarian

Job ID: 4260

Position: Librarian

Location: Multiple Offices

Practice Area:

Open Date: Thursday, January 9, 2025

Job Function: Staff

Contact:

Job Description:

The Research Librarian is responsible for a wide variety of tasks that support the delivery of firm-wide library research and information services including conducting timely and cost-effective research, document retrieval, recommending appropriate research services and/or resources in response to inquiries from firm personnel. A hybrid work schedule is available for this position.

A career at Nixon Peabody is the opportunity to do work that matters. It's the chance to use your knowledge to shape what's ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking.

We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

If you're someone who's looking toward the future, we'd love to hear from you.

Location: Boston, MA; Chicago, IL; Los Angeles, CA; New York City, NY; Rochester, NY; San Francisco, CA; Washington, DC

- Provide high-level legal and business research to attorneys and staff in varying practice areas using both print and online resources.
- Perform litigation research. This includes finding cases and secondary materials related to specific fact patterns in a variety of jurisdictions.
- Perform due diligence research on plaintiffs, experts, defendants and corporate entities.
- Develop knowledge of research in multiple practice areas and jurisdictions.
- Collaborate with senior researchers with respect to larger and more complex assignments.
- Assist the Competitive Intelligence Research team with providing business development research for attorneys and the Marketing department including preparation of company snapshots.
- Gather, synthesize and summarize relevant, well targeted research findings to attorneys and staff to facilitate decision making and business planning.
- Collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys in all firm locations.
- Engage in innovation and library outreach. This includes the evaluation of new information resources and related technology and attending practice group meetings.
- Assist in the delivery of research training programs for attorneys and staff through a variety of formats. This includes in-person individual sessions, departmental meetings, web enabled training and orientation.

- Establish relationships with attorneys to improve, expand and market available information sources and services.
- Participate in expanding and/or improving research and information services, procedures and practices.
- Take part in special projects as requested by the Director, Library & Research Services.
- Remain current in research techniques and available resources relevant to providing high quality research and information services. Continue professional development through various firm and association sponsored activities.
- Perform other duties as assigned.

To perform this job successfully, you must be able to perform each essential job responsibility listed above, satisfactorily, with or without reasonable accommodation. Nixon Peabody retains the right to change or assign other duties to this position. The requirements listed below are representative of the skills and abilities required.

Job Requirements:

- 4-7 years of in-depth law firm library research experience.
- Master's Degree in Library Science or Juris Doctor Degree required. Equivalent work experience in lieu of a degree will be considered.
- Demonstrated ability to conduct complex research.
- Proficiency in the use of both print and online resources.
- Strong analytical and critical thinking skills.
- Ability to manage multiple projects and negotiate deadlines.
- Provide quality client service to personnel at all levels.
- Self-motivated with the ability to work independently and collaboratively within and across departments.
- Excellent communication skills, both verbal and written. This includes presentations.
- Excellent technology skills.

In accordance with applicable Federal and State laws, the anticipated annual salary range for this position, depending on location, is as follows:

- Rochester, NY: \$65,140 to \$93,197
- Chicago, IL: \$74,911 to \$107,176
- Washington, DC: \$78,168 to \$111,836
- Boston, MA: \$78,168 to \$111,836
- Los Angeles, CA: \$78,168 to \$111,836
- San Francisco, CA: \$81,425 to \$116,496
- New York, NY: \$81,425 to \$116,496

In addition to a standard benefits package, this role may be eligible for additional contingent compensation based on an array of factors, including but not limited to: work performance, geographic location, work experience, education, and qualifications. Because such contingent compensation is not yet calculable or may be zero (\$0) in some circumstances, the above-listed salary range(s) are Nixon Peabody's good faith estimate of the annual salary(ies) it reasonably expects to pay for the position at the time of this posting.

Nixon Peabody LLP is an Equal Opportunity / Affirmative Action Employer: Disability / Female / Gender Identity / Minority / Sexual Orientation / Veteran. Pursuant to the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative, we will consider for employment qualified applicants with arrest and conviction records.

To comply with Federal law, Nixon Peabody participates in E-Verify. All newly-hired employees are verified through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm their identity and employment eligibility. Please refer to the Notice of E-Verify Participation and the Right to Work posters on the Nixon Peabody Careers page for more information.

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