



## Research Librarian

### Description

This is an exciting opportunity to work for one of the top law firms in the U.S.! Davis Wright Tremaine LLP is looking for a **Research Librarian** to join our team in our **Seattle, Portland, Los Angeles, San Francisco, New York, Washington D.C., Chicago, Richmond, or Alaska** offices. We offer a hybrid work engagement with three days of remote work, and two days in-office.

This position will be part of a forward-thinking, diverse and inclusive team responsible for gathering, synthesizing and delivering legal, business and technical information to attorneys and professional staff; providing solutions for research, current awareness, competitive intelligence and knowledge management; and collaborating with teammates to support the complex, evolving research needs of the firm's clients.

At Davis Wright Tremaine, you will find challenging assignments, opportunities for professional growth and community involvement, and a culture of inclusion. DWT fosters inclusiveness and authenticity. Regardless of position, everyone here has a voice and the support is unparalleled.

### On a typical day you will:

- Collaborate with a nation-wide team of librarians to provide comprehensive and sophisticated research, current awareness and knowledge management services for colleagues in all firm offices
- Share best practices with attorneys and professional staff on the intelligent and cost-effective use of research resources
- Develop expertise in a wide variety of legal, business and practice-related resources
- Develop expertise in AI resources to enhance research capabilities
- Contribute to the on-going development of team workflows and documentation
- Engage with attorneys and professional staff colleagues to foster a culture of knowledge sharing
- Participate in local and national professional development activities
- Assist with various administrative duties and projects as necessary

### Join us if you have:

- Master's degree in Library and Information Science or JD

- 3+ years' legal reference and research experience, preferably in a law or corporate library
- Demonstrated proficiency with major legal and business research platforms, public records resources, competitive intelligence tools, and state and federal legal information sources
- Knowledge of law, agencies, and information resources in California or any state where the firm has an office
- Knowledge of emerging research and knowledge sharing technologies, including AI and collaboration software, and familiarity with knowledge management principles
- Expert customer service skills. Demonstrated ability to communicate professionally with attorneys and professional staff in a time-sensitive manner. High degree of sensitivity to confidential matters
- Exceptional collaborative skills. Ability to work closely with teammates located in multiple offices and different time zones
- Ability to work effectively with commercial vendors
- Excellent analytical, organizational and multi-tasking skills

#### Who We Are

Davis Wright Tremaine LLP is an AmLaw 100 law firm with 11 offices nationwide. We are relentlessly committed to client service and look for candidates who share that commitment. At DWT, client service means having empathy for each client's and each lawyer's work and personal pressures, business objectives, and legal needs; anticipating their needs; and having the capabilities and commitment to deliver what matters most to them.

#### What's in it For You?

DWT offers competitive compensation in addition to ample benefits including but not limited to:

- Choice of health and vision insurance plans
- 2 paid volunteer days for qualifying community service work
- Dental plan
- Fertility and adoption benefit
- Paid sabbatical after 13 years of service
- Tuition reimbursement
- Commuter benefits
- Retirement contribution

This job description intends to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to include all duties and responsibilities.

#### **Washington State**

The annualized salary range for this position in Washington is \$103,000 to \$110,000. Actual pay will be adjusted based on the candidate's education, training, experience and other job-related factors permitted by law. Full time employees may be eligible for a bonus, health insurance

with an optional HSA, long term disability, dental insurance, vision care, telemedicine and virtual short term solution based counseling services, life insurance, Healthcare and Dependent Care Flexible Spending Accounts, subsidized backup care and caregiving resources, 401(k), vacation, sick time, 11 paid holidays each year and an employee assistance program. For full-time employees, the initial vacation benefit is 15 days per year and 11 days of sick leave per year, accrued bi-weekly. Additional voluntary programs include: voluntary accident insurance, voluntary life, voluntary disability, voluntary long term care, and pet insurance. Commuter and Transit programs are also available.

### **California**

The annualized salary range for this position in Los Angeles is \$100,000 to \$113,000; and in San Francisco] is \$114,000 to \$127,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Full time employees may be eligible for a bonus, health insurance with an optional HSA, long term disability, dental insurance, vision care, telemedicine and virtual short term solution based counseling services, life insurance, Healthcare and Dependent Care Flexible Spending Accounts, subsidized backup care and caregiving resources, 401(k), vacation, sick time, and an employee assistance program. Additional voluntary programs include: voluntary accident insurance, voluntary life, voluntary disability, voluntary long term care, and pet insurance. Commuter and Transit programs are also available.

### **New York**

The annualized salary range for this position in New York City is \$113,000 to \$124,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Full time employees may be eligible for a bonus, health insurance with an optional HSA, short term disability, long term disability, dental insurance, vision care, telemedicine and virtual short term solution based counseling services, life insurance, Healthcare and Dependent Care Flexible Spending Accounts, subsidized backup care and caregiving resources, 401(k), vacation, sick time, and an employee assistance program. Additional voluntary programs include: voluntary accident insurance, voluntary life, voluntary disability, voluntary long term care, and pet insurance. Commuter and Transit programs are also available.

### **District of Columbia**

The annualized salary range for this position in Washington D.C. is \$99,000 to \$117,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Full time employees may be eligible for a bonus, health insurance with an optional HSA, short term disability, long term disability, dental insurance, vision care, telemedicine and virtual short term solution based counseling services, life insurance, Healthcare and Dependent Care Flexible Spending Accounts, subsidized backup care and caregiving resources, 401(k), vacation, sick time, and an employee assistance program. Additional voluntary programs include: voluntary accident insurance, voluntary life, voluntary disability, voluntary long term care, and pet insurance. Commuter and Transit programs are also available.

Diversity, equity, and inclusion are part of the fabric of Davis Wright Tremaine - central to who

we are and what we do. Our vision is to foster a culture where all talented individuals - including those who are from traditionally underrepresented communities in the legal profession - can have, and can see, a path to success. We embed DEI throughout our law firm with our four-pillar framework: Community, Growth, Education, and Engagement. We invite you to learn more about our commitment to DEI at <https://www.dwt.com/about/diversity-equity-and-inclusion>.

*Davis Wright Tremaine provides reasonable accommodations for those who need them to complete the application or recruiting process and for employees who need reasonable accommodations to perform the essential functions of their positions due to a disability or for religious reasons. If you need to request accommodation during the application or recruiting process, please email [humanresources\\_confidential@dwt.com](mailto:humanresources_confidential@dwt.com).*

#LI-BR1

Application Instructions

Please click on the link below to apply for this position. A new window will open and direct you to apply at our corporate careers page. We look forward to hearing from you!

[Apply Online](#)