



CA - IRVINE, LOS ANGELES, SAN DIEGO, or SAN FRANCISCO Research Librarian -  
Research & Library Services

**Summary of Essential Duties and Responsibilities:**

The Research Librarian provides reference and research services to lawyers, paralegals and support staff. Primary responsibilities for this role include performing in-depth and complex business and legal reference and research duties, including responding to user requests for information from internal and external resources, onsite and offsite materials, and print and non-print media on legal, business and general topics.

**Required Qualifications:**

- Master of Library Services degree.
- Minimum of four (4) years of experience in a law firm/ law library.
- Experience performing online research using external databases and services included but not limited to Westlaw, Lexis Advance, Bloomberg Law, D&B Hoovers, Intelligize, Capital IQ, Lex Machina, Hein Online, etc.
- Working knowledge of a wide range of legal, business, and general information resources in all media, including print, and online resources.
- Working knowledge of general and library-specific technologies, including integrated library systems and artificial intelligence tools.

Jones Day offers competitive salaries and benefits to all employees. Compensation is determined upon the market in which the position is located, the responsibilities of the position, the experience and skills of the applicant, and other job-related factors. The starting pay scale for this position is \$110,000 - \$130,000.

**Los Angeles Applicants:** Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

**San Francisco Applicants:** Qualified applicants with arrest and conviction records will be considered for the position in accordance with San Francisco Fair Chance Ordinance.

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