

## POSITION DESCRIPTION

**General Summary:** Provide high-quality, in-depth legal and non-legal research and information services. Work closely with team members and attorneys to support administrative tasks and deliver excellent client service.

### **Responsibilities:**

- Conduct timely and cost-effective research as requested by attorneys, patent scientists, and staff members in all practice areas utilizing print and electronic resources.
- Maintain a high level of customer service by (i) analyzing information and presenting relevant, well-targeted research findings and (ii) providing a timely response to all requests and inquiries.
- Timely and accurately record all billable time into billing system.
- Maintain expert working knowledge of the library collections, online database resources, interlibrary loan availability, document delivery, and other resources as appropriate. Arrange interlibrary loans with local law firms, and public and institutional libraries as needed.
- Research, evaluate and recommend new resources and technologies to further service the needs of the library users.
- Analyze usage and cost-effectiveness of electronic research services.
- Participate in resource evaluation projects, including comparisons of resources and pilot programs of new services.
- Conduct business development research in support of the Firm's marketing and client development work.
- Participate in professional groups, listservs, and other means of communication and continued learning with other librarians to improve and expand on services, procedures, and practices in the department.
- Provide orientation training to incoming attorneys and patent scientists, and supplementary training and development to employees as requested.
- Participate in long-range planning for the library as requested.
- Attend and participate in monthly meetings of the library department.
- Other special projects or duties as assigned by the Supervisor.

### **Qualifications:**

- Legal research experience in a library or law firm setting is required.
- Master's degree in Library Science or equivalent is preferred.
- Familiarity with intellectual property law is highly desired.
- Research experience with Derwent Innovation, Westlaw, Lexis/Nexis, Bloomberg, Lex Machina, Docket Navigator, Proquest Dialog, Dun & Bradstreet, and other internet applications is desired.
- Excellent computer skills; flexible and adaptive to changing technologies.
- Strong written and oral communication skills along with professional interpersonal skills.
- Able to work under pressure to meet deadlines and make good judgments in prioritizing multiple requests.
- Must be analytical, efficient, accurate, flexible, timely, organized and have excellent attention to detail.
- Team player and a positive attitude is a must.
- Able to lift and carry up to 15 pounds.

**Status:** Full-time, Non-Exempt

Knobbe, Martens, Olson & Bear, LLP is committed to creating and fostering a diverse workplace. We are an equal opportunity and affirmative action employer. We provide equal employment opportunities as to all terms, conditions, processes and benefits of employment without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), ethnicity, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state, and local laws.

Employment by Knobbe, Martens, Olson & Bear, LLP is "at-will," which means that all employment relationships are at the mutual consent of the employee and the Firm. Accordingly, either the employee or the Firm can terminate the employment relationship at-will, at any time, with or without cause or necessity of stating any reasons, and with or without advance notice. This statement of at-will employment is intended to supersede any statement to the contrary.

**Hours:** Monday through Friday, 8:30 a.m. to 5:30 p.m. This position depends upon the ability of the employee to work closely with attorneys and staff members during regularly scheduled hours. This position requires the ability to work overtime which often cannot be predicted in advance.

**Location:** Open to any of our West Coast offices. A hybrid remote work option is available.

## **Compensation and Benefits:**

- **Salary Range:** Competitive annual base salary, estimated to be between **\$80,000-\$95,000**.
- **Benefits Package:** Comprehensive **medical, dental, and vision** coverage, including optional pet insurance.
- **Retirement Savings:** 401(k) plan with a **generous discretionary profit-sharing contribution**.
- **Paid Time Off:** Substantial PTO plus **10 paid holidays** annually.
- **Work Flexibility:** Hybrid schedule (**3 days in-office, 2 days remote**) available after successful completion of the orientation period

**All Applicants Must Complete Our Online Application by clicking [here](#).**

Knobbe Martens will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Chance Initiative Ordinance.

Equal Employment Opportunity

Consistently ranked among the top intellectual property law firms in the nation and worldwide, Knobbe Martens has over 200 lawyers and patent scientists nationwide representing the complete spectrum of technologies and IP practice areas. Knobbe Martens serves a diverse group of clients from multinational corporations to emerging businesses of all stages. The firm is headquartered in Orange County, California, with offices in Los Angeles, New York, San Diego, San Francisco, Seattle and Washington, D.C., and enjoys an international reputation for excellence. More information about the firm can be found at [www.knobbe.com](http://www.knobbe.com).

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