Research Librarian
Akin Gump Strauss Hauer & Feld LLP
Los Angeles, CA

Under immediate supervision of the Century City Librarian and following prescribed department, office and firm procedures, the Research Librarian is responsible for responding to user requests for all types of library services and for ensuring the smooth operation of the Library when the Librarian is absent. The Research Librarian is expected to serve as a positive role model and mentor, and to perform all responsibilities with a commitment to providing superior service to the firm’s attorneys, advisors and staff, efficient and effective departmental operations, and an atmosphere of teamwork and continuous improvement. Above all, the Research Librarian must fulfill the needs of the firm in a manner which is consistent with the Firm's Core Values.

Essential Duties and Responsibilities:

- Perform 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; supports research needs of attorneys, paralegals, and marketing in a broad range of practice areas.
- Perform online searches using such external databases as Westlaw/WestlawNext, LexisNexis/LexisAdvance, KnowledgeMosaic, HeinOnline, CapitalIQ, DebtWire, among others.
- Perform circulation duties, including ordering and intake of new materials in various formats, materials processing, shelving, invoice processing, and general collection management. Works with vendors in resolution of problems, and maintains records of all steps of the acquisitions process.
- Maintain library catalog records for print materials.
- Maintain electronic subscription records and password information in Digital Resource Manager.
- Coordinate interlibrary loans, including responding to incoming requests from other firms; interacting with librarians in Los Angeles and elsewhere; and searching OCLC database for interlibrary loan availability.
- Perform electronic current awareness monitoring, analyzing the results and providing appropriate information to attorneys.
- Assist marketing department and attorneys with business development research.

Other Duties (Duties are performed periodically, as necessary):

- Handle requests from librarians and attorneys from other firm offices, both domestically and internationally.
- Review work performed by filing service, and resolve problems which may arise.
- Provide back-up coverage in the event of other department staff member absences.
- Schedule and follow-up on online database training for attorneys, paralegals and others, including initial skills assessment.
- Maintain awareness of current legal and business research materials, techniques and resources; build research skills in new areas of the law.
• Assist the Librarian in creating and maintaining the departmental budget.
• Assist in resolving technical problems and issues, as appropriate.
• Handle administrative and other projects as assigned.

Essential Knowledge, Skills and Abilities:

• Ability to read, write and speak English
• Substantive reference and research skills including familiarity with the wide range of legal and business materials found in a various practices
• Substantive understanding of legal literature, its organization and availability in a multitude of formats
• Familiarity with standard business print and online resources
• Familiarity with emerging technologies and their licensing methods
• Excellent written and oral communication skills, including grammar, spelling and punctuation
• Proficiency with Microsoft Outlook, Word and Excel and document management systems
• Proficiency on office equipment used on a regular basis including computers, printers, copy machines, facsimile machines and telephones
• Ability to work independently, take initiative, set priorities and see projects through completion
• Ability to meet deadlines and respond to changing priorities
• Ability to handle many tasks simultaneously
• Ability to perform mathematical functions - add, subtract, multiply, divide, percentages
• Ability to work with a wide range of people in a team setting
• Ability to establish effective working relationships within the department, office and firm
• Ability to establish effective working relationships with clients, vendors and others outside the firm
• Strong service orientation
• Legible handwriting
• Commitment to maintaining confidentiality of client and office information and adhering to the Firm’s Core Values
• Commitment to the office and firm
• Commitment to professional growth

Educational/Job Experience Requirements:

• Master of Library Science degree required; J.D. from accredited institution a plus
• Minimum of 2 years law firm library experience

Please send your resume and cover letter to:
Staff Recruiter
Akin Gump Strauss Hauer & Feld LLP
Robert S. Strauss Building
1333 New Hampshire Avenue, N.W.
Washington, DC 20036-1564