LAC Federal
Washington D.C. Metro Area

Salary: Not stated
Status: Full-time
Posted: 08/09/17
Deadline: Not stated

Position:
Law Librarian

Position Description:
LAC Federal is seeking an experienced Law Librarian with expertise in the use of SharePoint to manage and track legal document workflows, and to create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 1+ year full time position (40 hour a week; Monday-Friday) benefited.

Position Responsibilities:

- Responsible for Knowledge Management using SharePoint to support office staff
- Create and maintain digital libraries containing relevant documents and articles on specific legal topics
- Train staff on the use of the KM tools and other information products
- Provide research assistance.

Required Qualifications:

Education Qualifications must have one of the following:

- Juris Doctor (JD) degree with Law Library experience
- Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship

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Preferred Qualifications:

• Recently completing a Federal Background Investigation is highly preferred

Closing Date: Not stated