R&I Operations Specialist I

Orrick, Herrington & Sutcliffe LLP
San Francisco Bay Area, CA, USA

Salary: Not stated
Status: Full-time
Posted: 07/16/17
Deadline: Not stated

Position:
R&I Operations Specialist I

Position Description:
Orrick currently has an opening for an R&I Operations Specialist I (Electronic Services). This position will be located preferably in the Global Operations Center in Wheeling, WV. We will consider other Orrick U.S. Office locations.

Position Responsibilities:

The R&I Operations Specialist is primarily responsible for facilitating and improving access to and control over the firm’s electronic information resources. You will enhance attorney and staff ability to utilize practice-specific resources using numerous methods, including training and the development and promotion of electronic finding aids like intranet portal pages and the library catalog. You will also assist in the management and oversight of information resources by identifying and implementing process efficiencies, supporting specialized databases, and generating a variety of customized reports.

- Provides access to awareness of practice-specific resources, using the library catalog and other discovery tools as appropriate.
• You will coordinate all activities having to do with the library’s automated system, including maintaining and supporting catalog integrity, user interface, and improving software functionality.

• You will gather, maintain, and report metrics (including usage) from integrated library system and research tracking software.

• You will craft, edit, and update standardized cataloging records for electronic and Internet resources.

• You will work with global R&I team to continuously update and enhance the department’s internal web portal and firm intranet site.

• Troubleshoots online access and technical issues; assists with administration of firm-wide contracts, password administration, cost recovery and analysis of database usage.

• Maintains effective relations with the providers of the firm’s electronic resources.

• You will assist with preparing training for R&I staff on online subscription resources and the library automated system, including creating customized training guides and setting up trials of new online resources.

• You will help with accurate and updated documentation of electronic services processes.

**Required Qualifications:**

• M.L.S., M.L.I.S. or equivalent from ALA-accredited school preferred or a demonstrated equivalent combination of education and experience.

• 1-3 years of experience, preferably in a law firm library; experience in electronic services or technical services desired.

• Knowledge of legal research resources and online databases.

• Demonstrated expertise with integrated library systems.

• Knowledge of Library technical services operations, such as LC cataloging practices, serials and continuations, preferably in the legal field.

• Experience cataloging legal materials, using OCLC, knowledge of AACR2, MARC format and LC classification.
• Competency with Windows based software (Word, Excel, and PowerPoint) required. Skills in web design including HTML coding, SharePoint, and a programming/scripting language preferred.

• Excellent project management and organizational skills.

• Strong analytical and problem solving abilities.

• Demonstrated ability to train preferred.

• High quality oral and written communications skills.

• Strong customer service principles and practices.

• Motivated, can-do individual.

Closing Date: Not stated

Special Instructions to Applicants:

To submit your resume and cover letter for this position, please visit our Paralegal and Professional Staff listing at www.orrick.com/careers/. Please include your salary expectations in your cover letter. Submissions without salary expectations may not be considered.