***Summary***

The Reference Librarian provides reference and research support to the Firm’s attorneys and staff, and helps maintain the print collection and digital resources. The incumbent is a detail-oriented, disciplined, highly organized individual looking to grow in a research role.

***Duties and Responsibilities***

* Take the lead on Ready Reference assignments, including:
* case, docket, statute, regulation, administrative material and SEC filing retrieval
* article pulls from subscription sources; searching legal, scientific, and general publications
* news/topical alerts
* basic corporate background information
* checking catalog for electronic and print material and listing options for patrons, as well as follow up once they have chosen items, including delivery following checkout protocol or interlibrary loan coordination
* organizing and indexing located material (cases, articles) in requested manner
* monitoring sources for anticipated articles or other information
* handling copyright clearance for articles
* Support Competitive Intelligence team by developing executive bios, litigation histories, etc.
* Accurately maintain work assignment history/status in Firm’s billing and IRC reference tracking systems
* File/update legal treatises and hardcopy materials held in Tallahassee
* Process and distribute hardcopy legal periodicals

***Competencies***

* Ability to manage multiple pieces and sources of information effectively
* Ability to problem solve, determine probable causes, identify and implement solutions
* Ability to evaluate and prioritize assignment urgency and maintain professional demeanor under stress
* Adaptability in relation to changing deadlines and work stream
* Ability to communicate effectively
* Ability to establish trust-based relationships with attorneys and staff
* Extensive attention to detail in communication, research, records management, and reporting

***Qualifications***

* Bachelor’s degree required; focus on pre-law, library/information science, writing/English, business/market analysis preferred.
* JD and/or MLS/MLIS candidates strongly preferred.
* 2-4 years’ experience in research/analysis position, legal/professional services industry experience strongly preferred
* Proficiency with Microsoft Office suite, with exceptional Excel/PowerPoint skills
* Familiarity with a library cataloging system
* Experience with LexisNexis, Westlaw, and/or Bloomberg research tools strongly preferred
* Familiarity in working with a variety of databases, research tools, methods, and systems typically used in law firms or large companies and financial institutions.