

# CAREERS



**JOB TITLE:**  
Digital Librarian

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Client Services

**REPORTS TO:**  
Client Services Director

## **SUMMARY:**

Under general supervision of the Client Services Director, the Digital Librarian manages the law library to meet the educational and legal interests of the firm. Acquires and maintains adequate resource materials for firm employees and acts as the primary reference resource for online legal research databases in support of firm casework development. Will query, track, code, create spreadsheets, conduct searches for documents and maintain various types of litigation databases. Will analyze databases and data for quality control and accuracy and will work in-depth with a variety of technologies, including Nextpoint, and/or internally developed custom applications.

## **MINIMUM REQUIREMENTS:**

- Bachelor's degree required; degree in Library and Information Sciences or related field highly preferred
- Two (2) years of professional work experience; one (1) year of database management experience preferred
- Experience with Nextpoint other litigation database software preferred
- Proficiency with Microsoft Office Suite required;
- Proficiency utilizing Lexis Nexis and/or Westlaw required
- Ideal candidate will have a passion for responsiveness and meeting customer needs and deadlines, attention to detail, and the ability and willingness to communicate with staff on all levels in a courteous and professional manner
- Must have superior skills in multi-tasking and have the ability to work in high-volume, deadline-driven environment

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Fulfill reference requests; track and update in reference database
- Organize and schedule WESTLAW training, monitor usage, recommend policy changes, issue passwords, and answer all related questions
- Execute research and complete article and book requests through the use of library collections and online searches; code such data into firm databases and retrieve internal documents as necessary; maintain and improve information retrieval capabilities
- Coordinate the development and maintenance of the collection of the Library
- Perform reference duties utilizing traditional print and online resources to obtain and provide information to meet requestors' needs
- Maintain extensive knowledge of literature resources online; promote the sharing of leveraged knowledge and information resources across the firm
- Build collaborative relationships throughout Firm and with vendor resources
- Complete special projects as requested

## **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

## **WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position.

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Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. We participate in e-verify.*