

## LIBRARIAN

Responsible for providing basic reference ("ready-reference") services, acting as backup for Reference Librarians to ensure attorneys and staff needs for information are met efficiently, accurately, and cost effectively; processing of online database usage reports and invoices, working with Excel spreadsheets, providing detailed information, upon request as backup for all online billing, occasionally resolving payment and other issues with vendors. Create spreadsheets on a monthly basis to reflect billing and usage reports for a variety of databases. This includes monitoring attorney and paralegal usage for competency and proficiency. Maintain an awareness of general trends and changes in librarianship and legal research. **This is an entry level professional position providing the opportunity for the right individual to learn from the ground up many aspects of working in a law firm library environment.**

### Job Requirements

- Master's degree in Library and/or Information Science from a program accredited by the American Library Association and a minimum of one to two years of library experience preferably in a law firm environment.
- Experience with a variety of Library and related computer systems (EOSi) is preferred.
- Excellent computer skills with strong proficiency in database software: Internet, MS Word, and Excel including the ability to work with Excel formulas is required.
- Analytical and technical skills requiring an aptitude for detail, precision, and logic with the ability to answer basic reference questions.
- Proactive with excellent troubleshooting, problem resolution, and follow-through skills.
- Exhibit high degree of initiative in exercising independent judgment with the ability to manage multiple priorities in a demanding, fast-paced, detailed-oriented work environment, and make decisions in performing essential duties relative to Library tasks.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to communicate with courtesy and diplomacy, efficiently follow written and verbal instructions, provide information, and maintain effective relationships with a diverse group of attorneys, clients, staff, and outside contacts.

**Katten Muchin Rosenman LLP** is a full-service law firm with more than 600 attorneys in locations across the United States, including Chicago, New York, Los Angeles, Washington, D.C., and Charlotte, and an affiliate in London. The firm's business-savvy professionals provide clients in numerous industries with sophisticated, high-value legal services, with a focus on corporate, financial services, litigation, real estate, commercial finance, intellectual property and trusts and estates. Among our clients are a wide range of public and private companies, including a third of the Fortune 100, as well as a number of government and nonprofit organizations and individuals.

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**Submit Resume/Cover Letter to:**

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