

**Schiff Hardin LLP**  
**Position Description**

**POSITION TITLE:** Senior Research Librarian

**GROUP/DEPARTMENT:** Library Information Services

**POSITION REPORTS TO:** Firmwide Library and Research Services Manager

**POSTING DATE:** November 17, 2011

**BASIC FUNCTION:** Lead responsibility for conducting legal research and reference services for all Attorneys and staff across the multiple offices of Schiff Hardin. Develop expert knowledge of the firm's business practice areas and have the ability to provide needed support.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Provides virtual research assistance to Attorneys and Staff in all Schiff Hardin Offices as requested as a member of the team of Research and Reference Librarians.
- Consults with attorneys and paralegals on research requests virtually or in person. Identifies relevant materials from Library collection, materials available from other libraries, materials/services from vendors (document retrieval services, commercial research services, and independent information brokers), and databases. Outlines alternatives and estimate costs. Insures that projects are completed as requested, on schedule, and within cost parameters.
- Updates and improves library information on the firm's Intranet.
- Maintains expertise in search methodology on the Internet, LEXIS, WESTLAW, CCH IntelliConnect, and other databases; assists attorneys and paralegals with search strategies and search mechanics.
- Performs online research in all non-legal end user systems. (Non-legal sources can include the Internet, Dialog, Hoovers and others.)
- Provides training as required to all Firm employees in the use of the Internet, Intranet, and specialized legal and business electronic services. Works with vendors trainers when they are available to set up CLE and other training opportunities.
- Assists Firmwide Library Manager in evaluating new resources, electronic and print, that would help deliver the highest level of research.
- Attends professional meetings and seminars for law librarians and business information specialists.

- Produces Research Group publication that informs Attorneys and staff about the wealth of resources and publications available in the Schiff Hardin Library and how to use them.
- Maintains and analyzes research statistics to assist Firmwide Library Manager in monitoring and justifying expenses. Prepares reports on research operations to benchmark against other similar sized firms.
- Develops current awareness services to help Attorneys keep up with the activities and concerns of their clients and the industries they are in.
- Coordinates library orientation schedule for new Attorneys and Staff with other Librarians.
- Participates in Practice Group Meetings or other in-house opportunities to be involved in the research currently being undertaken to inform Attorneys of the ways in which the Library Staff can be of help. Partners with other Administrative groups, such as Litigation Support, to produce useful CLE training sessions.

**COMMENTS:** Masters' Degree in Library Science Degree is required, J.D. is preferred. Advanced computer skills are required, along with the desire to constantly improve those skills. Excellent communication skills, both in person, virtually and on the telephone are imperative. Individual must use good judgment and be flexible enough to handle a variety of requests while on the desk in a timely and courteous manner. Individual must be energetic, cooperative and self-motivated.

Position requires the use of manual and computer sources to answer questions. Use of the Library collection requires the ability to access materials on high and low shelves and in storage cabinets. Job requires occasional trips to other libraries in the city to do research and to other Schiff Hardin Offices as needed.

*The above descriptions are not intended to be an "all-inclusive" list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.*