

## **Librarian (Raleigh or Richmond)**

Williams Mullen, an award-winning AmLaw 200 firm, is well regarded for providing comprehensive legal services to regional, national and international clients in a wide variety of general and specialty practice areas. With about 230 attorneys and eight offices throughout the Mid-Atlantic, the firm delivers innovative, team-supported solutions to support its clients' diverse business activities. Close working relationships with clients have been the foundation of Williams Mullen's progressive approach to law practice since the firm was founded over 100 years ago in Richmond, Virginia, where the firm maintains its headquarters today.

Williams Mullen is seeking a librarian responsible for all tasks associated with the operation and maintenance of the library in the Raleigh or Richmond office. The librarian will support local and firm-wide library projects and initiatives.

### **Responsibilities include:**

- Collaborates on the development and implementation of various aspects of technical services, including:
  - Processes and catalogs incoming materials and serials, including creating and maintaining bibliographic records
  - Contributes to the development and implementation of local cataloging policies as needed
  - Participates in collection development, including assessing content and value of print and electronic resources
  - Processes payment of invoices, ordering of books, and other materials
- Conducts research using a variety of on-line and print resources
- Provides guidance to attorneys and paralegals on sources and strategies for research
- Develops, coordinates, and assists with training programs for users in library resources with an emphasis on electronic resources
- Troubleshoots problems with applications and online services and assists with password maintenance
- Recommends resources and solutions regarding practice group needs
- Maintains libraries in multiple locations
- Records research projects and time using timekeeper software
- Assists in the preparation of research aids, user guides, and bibliographies
- Participates in developing and implementing library policies and procedures

### **Requirements Include:**

- Master's Degree in library or information science
- 3-5 years of law library or comparable experience, including familiarity with print and online legal research resources
- Experience with cataloging legal materials
- Experience handling inventory, collections and using an ILS
- Experience with invoicing procedures for library materials
- Working knowledge of Microsoft Office, including Excel and Access
- Must have strong organizational skills and ability to multi-task
- Superior customer service skills
- Excellent oral and written communication skills
- Must have confidence, knowledge, a positive personality and the ability to function independently

Visit the Williams Mullen website to apply [online](#).