



Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Librarian

DEPARTMENT: Library

General Summary:

Essential Duties and Responsibilities:

The Library Manager oversees all aspects of the library, including but not limited to on-line research tools, marketing research, ordering and indexing of books, renewing subscriptions and the overall management of the library.

Services Provided by the Library

1. Basic and complex legal research
2. Legal, business and general information retrieval
3. "Shepardization" of cases and citation checking
4. Locate and compile cases
5. Conduct computer assisted research
6. Compile information on expert witnesses
7. Acquire background information on individuals or companies
8. Compile a bibliography
9. Obtain court documents and dockets
10. Conduct trademark and patent searches
11. Locate property of an individual or company
12. Research historical stock information
13. Scan newspaper for an article of interest
14. Inter-library loans (my membership in the New York Law Library Association and American Law Library Association enables me to borrow from all major law firms in New York City)