

Stewart McKelvey is an innovative, client-driven law firm committed to providing the highest quality of ethical legal services, earning clients' trust and striving to meet and exceed expectations.

Since becoming the first regional law firm over 25 years ago, Stewart McKelvey has grown to become one of the 20 largest law firms in Canada with more than 200 lawyers in six locations in Atlantic Canada.

The firm invests in its people, technology and its business to ensure the continued delivery of the quality service that clients have come to expect from the firm. Driven by its commitment to outperform expectations, Stewart McKelvey is on the cutting edge of legal technology and process solutions. Tightly integrated within the firm's workflows are innovative approaches to the practice of law and a desire to optimize service delivery.

As a firm, we value diversity and are committed to providing a workplace that fosters a culture of awareness, appreciation and respect. It is our mission to promote diversity and inclusion throughout the firm, to support the diversity initiatives of our clients, and to encourage greater inclusion in our communities through sponsorships and support. It is our belief that diversity and inclusion enhances the delivery of legal services to our clients through the respected and valued input of diverse perspectives, ideas and experiences.

Stewart McKelvey requires the skills and talents of a broad range of staff to meet its objectives. We offer full time permanent staff a challenging and progressive environment with an extensive compensation package including; Employer Paid Health & Dental Plan, Wellness Subsidy, Employer Matched Pension Plan, Generous Vacation & Sick Days, Reward & Recognition Program and Education Reimbursement Programs.

We are currently seeking a **Legal Information Specialist** to join our team based in our **Halifax, NS** office.

**Start Date:** September, 2017  
**Type of Position:** Full Time, Permanent  
**Close Date:** Monday, September 4, 2017

### **Position Summary:**

Reporting to the Knowledge Manager, Halifax, you will provide expert legal and business research, reference, and training services to lawyers, students, and staff, and play an active role in knowledge management and practice support initiatives within the firm.

### **Essential Duties and Responsibilities:**

- Provide sophisticated and in-depth legal and business research, analysis, reference and related information services to lawyers, students, and internal departments.
- Collaborate with team members on projects such as:
  - the development and refinement of knowledge management and practice support initiatives;
  - the design and delivery of articling student and lawyer orientation, training, and information sessions.

- Assist the Knowledge Managers with various responsibilities such as:
  - the development and refinement of strategic objectives for the department;
  - collection development activities, including the evaluation and acquisition of new print and digital resources;
  - negotiating and overseeing product licences and contracts;
  - preparing annual departmental budgets.
- Support the administration of the department through the provision of technical services as needed.
- Promote the firm's values, including a strong commitment to client service, diversity and high quality in work product.
- Travel to our other offices on occasion.

**Candidate Profile:**

- MLIS or equivalent, and a minimum of three years' experience in a law firm or corporate law environment. An equivalent combination of education, training and experience may be acceptable.
- Strong research, analytical, communication (oral and written) and organizational skills, with attention to detail.
- Expert knowledge of the Canadian legal system, legal research methodology, and related resources.
- Extensive familiarity with legal systems, legal research methodology and related resources in the United States and Commonwealth jurisdictions.
- Experience providing group and one-on-one training.
- Experience participating in knowledge management initiatives.
- Proficiency using standard commercial Canadian and international legal and business research resources including those provided by Thomson Reuters, LexisNexis and Wolters Kluwer.
- Expertise with Microsoft Office products (Word, Excel, PowerPoint).
- Working knowledge of Inmagic DB/TextWorks and Microsoft SharePoint.
- Strong problem-solving and analytical skills.
- Ability to work independently and collegially with all members of the firm, locally and regionally.
- Strong time and project-management skills.
- Excellent work ethic, positive attitude, and service orientation.
- Proficiency in French will be considered favourably, but is not required.
- A law degree from a Canadian or foreign law school will be considered favourably, but is not required.

**Interested Candidates:**

Interested candidates can [apply here](#).

To learn more about Stewart McKelvey please visit our website at [www.stewartmckelvey.com](http://www.stewartmckelvey.com).

*We thank all applicants for their interest. However, only those selected for an interview will be contacted.*

*All candidates who are interviewed will be requested to complete a Predictive Index. Please note that any offer of employment will be conditional upon a satisfactory background check.*

*Stewart McKelvey is committed to providing an inclusive workplace. During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process, such as an interview or testing, and who require accommodation should discuss their needs with the Recruiter.*

*No agencies please.*