Bennett Jones LLP
Position Title: Law Librarian
Location: Calgary, AB
Work Schedule: Monday to Friday – 9:30 AM – 5:30 PM

Essential Functions

- Conduct timely and complex legal and business research
- Provide current awareness and monitoring services on legislation, case law developments, and client news
- Conduct client, competitor, and industry research and analysis in support of marketing and business development activities
- Train and advise students, staff, and lawyers on the use of resources including various online databases and print sources
- Participate in the development and maintenance of the Library's print and electronic collections by recommending and evaluating resources to be added or withdrawn
- Assist with the design, development, and maintenance of our department's intranet presence and promote accessibility of existing research resources
- Attend practice group meetings, provide specialized updates, and act as a point person for these groups to enhance library services
- Support and share best practices with lawyers, the K+IS Department, and other stakeholders on process improvement initiatives and knowledge sharing

Qualifications

- Master's Degree in Library and Information Studies from an ALA accredited university
- A minimum of 2-3 years of significant research experience in a law or government library conducting legal and business research is preferred
- Familiarity with the law, legal systems, and legal processes of Canada, the United States, and Commonwealth jurisdictions
- Knowledge of legal research methodologies and resources, both electronic and print
- Experience with legal research resources including WestlawNext Canada, Lexis Advance Quicklaw, ProView, and Irwin Law E-Library as well as business databases such as CapitalIQ, Pitchbook, and DisclosureNet
- Keen interest in new tools and technology related to legal and business resources as well as news
- Self-motivated, detail-oriented, and able to prioritize multiple tasks
- Flexibility to work both collaboratively as part of the K+IS Department and independently with minimal supervision
- Ability to approach problems with a sense of ownership, enthusiasm, and initiative, focusing on client service excellence
- Committed to ongoing professional development
- Strong communication skills including written, verbal, and presentation

Apply here: https://www.bennettjones.com/Careers/Job-Categories/Calgary/Law-Librarian

All offers of employment are conditional upon the satisfactory verification of a Canadian criminal record check. Determination of the factors that constitute satisfactory verification is within the sole discretion of Bennett Jones.

This position will remain open until a suitable candidate is found.