**LIBRARY ASSISTANT**

Bowman and Brooke LLP, a national defense law firm focused on products liability and complex litigation, is searching for a Library Assistant to join our team of legal professionals in downtown Minneapolis, MN.

As the Library Assistant with our firm you will be responsible for quality assistance in the general library operation supporting twelve offices nationwide.

In return for your hard work and dedication to our team, you will be rewarded with a market-competitive total compensation package which includes medical, dental, life, retirement plan, profit sharing, flex spending accounts, longevity bonus, paid holidays, a paid-time off program that accrues 18 days your first year and grows with tenure, and more!

**Job Responsibilities**

* Provide legal and non-legal research support as requested by attorneys and paralegals
* Streamline database and library procedures
* Locate information and materials on the Internet when requested
* Assist internal and external customers with library application computer programs
* Assist with reconciliation and processing of library bills and expense reports
* Make additions to library technical databases and corresponding files
* Oversee library in supervisor’s absence
* Perform special projects, duties and tasks as assigned

**Position Requirements**

* Solid computer skills using MicroSoft Office Suite
* Intermediate Excel experience required
* Highly organized and processed focused
* Display a ‘whatever it takes’ attitude
* Flexible and able to adapt to shifting priorities
* Proven customer service skills
* Strong typing skills
* Well-developed oral and written communication skills
* Impeccable attention to detail
* Ability to manage multiple priorities and conflicting requests

**Education and Experience**

* Bachelor’s degree and/or equivalent work experience
* Minimum 2-3 years of library experience required
* Law firm experience a plus, but not required

**Working Conditions**

* Professional working environment
* Frequent interruptions and interaction with attorneys and staff
* Heavy computer use
* Ability to lift 30 lbs.
* Occasional overtime to meet customer demands

We take pride in our work and value all of our employees that help us reach desired results.  If you are looking for a position with an employer that is a leader in their field you will not want to miss this opportunity!  Please respond to this posting with your resume, cover letter referencing this position and your salary requirements to the attention of human resources.

Due to the volume of resumes we anticipate receiving, we will be unable to accept or return telephone calls regarding the status of this position. If your qualifications meet our needs we will contact you directly. Thank you for your cooperation.

No Agencies or Telephone Calls Please
Equal Opportunity Employer

Send resumes to:

Carlene Holter, Office Manager

Bowman and Brooke LLP

150 South Fifth Street

Suite 3000

Minneapolis, MN 55402

carlene.holter@bowmanandbrooke.com