

Torys LLP is a highly respected international business law firm with offices in Toronto, New York and Calgary. We are recognized internationally as a frequently recommended law firm in a large number of practice areas. Our Toronto, New York and Calgary lawyers work together to offer seamless cross-border services to clients on both sides of the U.S.-Canada border and globally.

### **Library and Reference Services Technician**

We are currently seeking a Library and Reference Services Technician to join our Library Services team, providing technical and reference/research support. This position requires an individual with a strong client service orientation and the ability to work in a fast-paced environment.

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#### **RESPONSIBILITIES:**

##### **Research**

- Document delivery, case retrieval, inter-library loans and newspaper and online searches in a variety of databases.
- Provide guidance in the use of the library catalog, the intranet, print and online library resources.
- Monitor media and legislation and communicate changes or updates as appropriate.
- Assist Librarians with in-depth research assignments.

##### **Administrative**

- Reconcile and process payment for a high volume of department invoices.
- Order and process books, online products and other materials.
- Create and maintain catalog records for print, electronic and other resources.
- General maintenance of the library collection, resources and premises, including online records, circulation and shelving, binding and repairs, looseleaf filing and processing mail.

##### **Other**

- Complete other assigned projects, including support for database management, intranet content management and knowledge management initiatives.

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#### **QUALIFICATIONS:**

- Post-secondary education with a Library Technician Diploma.
- Minimum of 3 years' experience in a law firm library is preferred.
- Proficiency with online services such as Westlaw Canada, Westlaw Business (LIVEDGAR), Quicklaw, Lexis Publisher, DisclosureNet, FPinformart or Factiva.

- Previous working experience using cataloging software is required.
- General knowledge of computer software and techniques.
- Ability to work independently and collaboratively within a team environment.
- Strong communication (both oral and written), interpersonal and reference interviewing skills.
- Excellent organizational and time management skills.
- Ability to work under time pressures with accuracy and a keen attention to detail is required.
- Ability to work on diverse tasks and deal with fluctuating workloads.
- Ability to provide service with courtesy and professionalism, especially when responding to a high volume of requests.
- Strong analytical and problem solving skills.

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**HOW TO APPLY:**

Christine O'Connell  
Human Resources Consultant

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Closing Date: February 3rd, 2012