



## **Research Analyst**

**Company:** Arnold & Porter Kaye Scholer LLP

**Location:** San Francisco

**Position:** Research Analyst

**Application Process:**

<https://selfapply.aporter.com/videsktop/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=e0d44bdb-c128-4449-a407-666698b9329e>

The Research Services Department of Arnold & Porter Kaye Scholer has an opening for a Research Analyst to work as part of an energetic, creative and service orientated team. The Research Analyst is primarily responsible for responding to reference and research requests from attorneys, legal assistants and administrative personnel firm-wide and also assists with current awareness monitoring, collection development and other department activities.

Applicants should submit a resume, cover letter and writing sample.

Responsibilities include but are not limited to:

- Performing legal, business and scientific reference and research using a variety of free and fee-based databases and web sites
- Working with designated practice groups to offer targeted research, training and product support and participating in collection development activities, reviewing materials and recommending changes
- Assisting with current awareness services by developing requests and monitoring results
- Contributing to the development of content for the intranet
- Assisting with collection maintenance tasks in the SF office

Qualifications:

- MLS or equivalent from an ALA accredited school.
- A minimum of two years of recent, professional-level legal and business research experience, preferably in a law firm or other similar environment.
- Demonstrated ability to use a wide range of print and online resources, including Westlaw, LexisAdvance, Law 360, Wolters Kluwer, Bloomberg BNA, and other digital tools in a cost-effective manner.
- Proficiency in Microsoft Office applications (i.e., Word, Outlook and Excel).
- Strong client service skills.
- Ability to work independently and as part of a team, prioritizing multiple projects and assignments.
- Ability to analyze, cull and summarize search results.
- Excellent oral and written communication skills.
- Flexibility to work additional hours as necessary.