Company Name: Wilson Sonsini Goodrich and Rosati

Location: Any Wilson Sonsini office, depending on experience level

Type of Service: Legal

Title: Research & Reference Specialist

**Job Description:**

The Research & Reference Specialist will provide onsite and remote legal and non-legal research services for attorneys and staff on a time critical basis. Ability to work with traditional and online resources to effectively answer research requests and collaborate with colleagues on research projects. Coordinate training/orientation sessions, special projects and other duties as required.

Must be adept at communicating research findings in a clear and concise manner, conducting on-demand training in the use of print or electronic resources and anticipating attorneys’ interests by providing proactive outreach on new resource(s) or service(s) of interest. Expected to conduct industry specific research including complex SEC filings searches, M&A and public offering transaction screens, emerging and venture-backed company research and patent research.

Maintain proficiency in Firm technologies including document management system, password and research management tools and other applications.

This position reports to the Research & Information Manager, and, depending on the level of experience of the candidate, could be based in our Palo Alto, New York, Washington D.C., Seattle or Los Angeles office locations.

**Requirements:**

Strong interpersonal skills and the ability to work under pressure

Effective problem solving and analytical skills

Knowledge of library operations

Legal research experience in areas including corporate, securities, and intellectual property law
Strong prioritization and time management skills

Dedication to keeping abreast of new developments in research services and resource trends in the legal industry

Ability to promote the library by maintaining a professional, service-oriented attitude and keeping current on the needs and trends of the firm

Demonstrated knowledge of library print resources as well as online resources including but not limited to WestlawNext, Lexis Advance, Bloomberg, Bloomberg Law, Capital IQ, Cheetah, Accurint, Intelligize, Lex Machina and Docket Navigator

Ability to quickly learn and use and evaluate new resources for use in the library and specific practice groups

Strong verbal and written communication skills

Ability to work independently as well as collaboratively with a high degree of initiative

Good interpersonal skills necessary to interact regularly with attorneys and staff

Strong service orientation and ability to work with teams

Ability to prioritize requests, work quickly and efficiently and rearrange priorities as workload dictates

**Education/Experience:**

MLS/MLIS or JD preferred; equivalent experience considered

At least three years of professional reference experience in a business or large law firm library

**How to Apply**


Posting Date: Now – March 1, 2020

Contact Info:

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