Senior Research Analyst (Mintz)

Locations: San Diego or New York City

Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C. is a general practice, full service Am Law 100 law firm employing approximately 500 attorneys serving clients worldwide. We are headquartered at One Financial Center in Boston’s Financial District and have additional US offices in Los Angeles, New York City, San Diego, San Francisco, and Washington, DC, as well as an office in London and a strong international practice. Mintz was founded in 1933 by Haskell Cohn and Benjamin Levin. The firm’s Managing Member is Robert I. Bodian. Our collaborative attorneys work within four core practice areas — Transactional, Intellectual Property, Litigation & Investigations, and Regulatory & Advisory – and combine legal, business, and industry insight to provide exceptional legal strategies for clients in a variety of industries.

Careers: www.mintz.com/careers

Under the direction of the Director of Research and Reference, the Senior Research Analyst works as part of the team to provide expert and in-depth research services to all attorneys, legal staff, administrators and others firm-wide. Senior Research Analysts also serve as specialists and project leaders. An analyst holds a senior position because of their knowledge and experience which allows them to perform at the highest level. Senior Research Analysts serve as designated specialists (subject, industry, practice area, and/or type of research) and are expected to lead/drive other projects or areas.

This position can be located in our New York City or San Diego office.

Responsibilities:

**Research and Reference Services**

Conduct high-level, customizable research and analysis in legal, business, and other subjects using appropriate print or electronic resources.
Respond to questions or research issues accurately, and in a timely and cost-effective manner.

Monitor research intake and handles research projects in accordance with the schedule implemented by the Manager, Research and Reference.

Lead or coordinate large or group projects, as required.

Present results using department branding and templates whenever possible.

Serve as practice, subject, industry and/or type of research specialist in areas identified by the Director and Manager, Research and Reference.

**Orientation, Training and Knowledge Sharing Services**

Assist with the development of orientation and training materials.

Participate in formal orientation and training sessions.

Conduct on-demand training in the use of print or electronic resources.

Identify attorney research and training needs and proactively provides opportunities for education.

Assist in developing content for the intranet and other internal firm meetings.

**Continuing Education and Communication**

Maintain current knowledge of developments in research and competitive intelligence services and resources.

Maintain awareness of current and emerging technologies relevant to research services and share knowledge with the team and attorney groups.

Actively participate in department, practice and other internal firm meetings.

**Other Duties**

Review, evaluate and recommend new resources.

Participate in collection development, collection maintenance and budget management.

Participate in, or lead, special projects as assigned.
Assume additional responsibilities as requested.

**Qualifications:**

Master of Library Science ("MLS") from an ALA accredited school or equivalent degree.

3+ years’ experience providing research and reference in a law firm or corporate environment. Law firm experience is strongly preferred.

Knowledge of research methodology as well as print and electronic resources in the areas of law relevant to the firm’s practice areas.

Proficiency with wide variety of relevant research services.

Ability to prepare reports, executive summaries, and other correspondence necessary to communicate research results.

Understands Research Services policies and procedures; accurately interprets and effectively implements them.

Possess excellent verbal and written communication skills with an ability to influence others.

Ability to function in a fast-paced, service-oriented environment, prioritize multiple projects on a daily basis, and adjust to shifting priorities.

Strong planning, project management and organizational skills.

Strong sense of urgency and a high-energy level.

Facility analyzing, working with and presenting data.

Ability to collaborate and gain the respect, trust and confidence of the Firm’s attorneys and professional staff.

Possess a “hands-on” tactical approach.

Creative and proactive approach to problem solving.

Facilitate teamwork and identify opportunities to develop new processes/infrastructure.

Demonstrated ability to grasp and implement new concepts quickly.
Strong analytical abilities, resourcefulness, and attention to detail.

Ability to work independently and as part of a team with a proactive and positive style that fosters collaborative working relationships.

Outstanding sense of customer service.

Deep personal commitment to integrity, excellent judgment and the highest standards of ethics.

Must display the highest level of diplomacy, tact and discretion, with comfort in handling and maintaining confidential information.

Excellent computer skills, including proficiency in using Microsoft Word, Outlook, Excel and PowerPoint. Familiarity with library technologies, including software and products used for communication, research and knowledge sharing. Ability to quickly get up to speed and master new applications and software is critical.

This job description is a general description of the types of responsibilities that are required of an individual in this job. It is not intended to be a complete list of the responsibilities, duties and skills that may be required for this job.

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