



## **Research Analyst**

### **[Apply](#)**

Location: Remote

time type: Full time

job requisition id: R3897

We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success.

*Candidates should be based in the Pacific Time Zone and be willing to work standard Pacific Time business hours.*

### **Description:**

The Research Analyst will join our national team, working under the Director of Research Services. Responsibilities include supporting the legal and business research needs of attorneys and staff, as well as training and instruction of efficient research techniques. The Research Analyst will answer questions through the firm's request management software, working independently and collaboratively to ensure timely and high quality research output. The Research Analyst will have opportunities to contribute to the development or curation of the team's intranet, monthly research newsletter, information offerings or knowledge management initiatives as needs and professional interests align.

This is a demanding position in a fast-paced environment and requires excellent written and verbal communication skills, attention to detail, creative problem solving, and the ability to prioritize tasks and meet tight deadlines. The Research Analyst must demonstrate initiative, eagerness to learn, strong intellectual curiosity and willingness to take ownership of key projects. This role requires candidates to have a progressive approach to Library and Information Science.

### **Key Responsibilities Include:**

- Work as part of a team to perform a wide variety of legal and non-legal research projects for lawyers, clients, and staff in multiple offices
- Explain and assist in use of databases and print material
- Create and curate current awareness alerts and newsletters for attorneys and staff

- Assist with business development efforts including ongoing litigation alerting and complaint pulls
- Assist with ongoing tracking of legislative, regulatory, and local government updates
- Act as research liaison to assigned practice group and teams, including attending meetings and reporting back on information and training needs
- Work with Library Technical Services team for requests requiring new access to digital subscriptions or updated credentials
- Assist in updating and maintaining open-source electronic resource management solution housing current resource and vendor information
- Thoughtfully suggest ideas for processes or workflow improvement as recognized in the course of daily work
- Record and report research projects and time spent utilizing firm billing software and reference request database
- Special projects and additional duties as assigned

Qualifications:

- 1-2 years of legal research experience required, preferably in a law firm setting
- Strong MS Office Skills
- Fundamental understanding of legal concepts, as well as legal industry and current trends
- Legal research and database skills, including proficiency with Lexis, Westlaw, Lex Machina, Bloomberg, Lexis Securities Mosaic, Cheetah, Checkpoint, S&P Capital IQ, HeinOnline and others.
- Ability to adapt and apply new technologies and workflows
- Commitment to strong service values with an ability to exhibit sound professional judgment, discretion and diplomacy
- Basic troubleshooting skills with common IT issues involving access to databases and online content
- Team-focused yet independently motivated for the good of the team and firm
- Interest in working in a fast-paced environment while balancing multiple projects simultaneously
- Active involvement in relevant professional organizations
- Commitment to innovation, creative thinking, and professional growth

Minimum Education:

- Master's Degree in Library Science from an ALA accredited school

*This position may be filled in New York, Colorado or California. In accordance with the New York State Pay Transparency Law, New York City Human Rights Law, the Colorado Equal Pay Act, and the California Pay Transparency Law, the pay range for this position in New York State is \$67,800 - \$122,000/yr, in New York City is \$81,300 - \$122,000/yr, in Colorado is \$79,100 - \$106,700/yr, and in California is \$77,900 - \$127,100/yr. These ranges are specific to these locations and may not be applicable to other locations. An individual's actual compensation will depend on the individual's qualifications and experience.*

Benefits: Our goal is to promote a work environment in which individuals have access to the resources they need to be at their best both professionally and personally, which includes resources that encourage individuals to focus on their health and well-being. Below is a list of just some of the benefits we offer: generous paid time off; eleven paid holidays per year; time off for bereavement or jury duty; paid leave for new parents; comprehensive medical (PPO and HDHPs), dental and vision plans including coverage for domestic partners; life and AD&D insurance; short and long term disability insurance; tax-advantaged accounts for health care expenses, including FSA or HSA; FSA for dependent care; supplemental AFLAC policies for medical care; excess liability coverage; health advocacy services; behavioral health and counseling resources for all family members; 401(k); profit sharing; pre-tax transit and parking program; backup care for children and adults; senior care planning support; and resources for individuals with development disabilities and their caregivers.

*Benefits may vary by position and office.*

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*Personal Information collected from applicants will be used for the purpose of processing the application throughout any recruitment or employment process, as well as inclusion in a personnel file. Categories of data collected may include name, address, phone numbers, email, Social Security Number, and signature. Holland & Knight may collect further information if you consent to a background check. This includes criminal background, employment, and certifications. Please visit [Legal Information](#) Portal for Holland & Knight LLP's privacy policies.*