



## **Legal Research Analyst**

Paul Hastings LLP

Hybrid: Must live within commuting distance of any U.S. office

Job Type: Full-Time

Job Duration: Indefinite

Salary: \$88,000.00 - \$124,000.00

Min Experience: 2-3 Years

Min Education: Master's Degree

Required Travel: 0-10%

Salary – Type: Yearly Salary

Discipline: Legal Support

## **Description**

Paul Hastings is a leading international law firm that provides innovative legal solutions to many of the world's top financial institutions and Fortune Global 500 companies. With a strong presence throughout Asia, Europe, Latin America, and the U.S., we have the global reach and extensive capabilities to provide personalized service wherever our clients' needs take us. As one of the world's leading law firms, we seek dynamic individuals who share our commitment to service, innovation, and professional growth.

Paul Hastings LLP is actively seeking a Legal Research Analyst to join our Research Services team to provide research support and training to attorneys, paralegals and members of support departments. The Research Services team is a highly collaborative group of professionals which form part of the Practice Innovation & Legal Solutions Department. The team supports the firm's client service excellence and supports the efficiency and effectiveness of our lawyers. This includes locating information and documents from publicly available sources, internal information sources and licensed research platforms at the request of attorneys or staff. Under the direction of the Director, Research, this position will be responsible for handling research requests from all offices as part of the Research Services team, including but not limited to handling standard and complex research requests, creating and monitoring aggregated newsletters, transactional research, expert witness research, judge research, docket and case law research and analytics research. In addition, this position will also be assigned to support

one or more practice areas ensuring that the attorneys are aware of and know how to efficiently use all related research platforms and resources.

The Legal Research Analyst will:

- Provide reference, research and support to Legal Research Analysts, Attorneys, and Staff in a timely and efficient manner. Where applicable, provides in-depth analysis and summarization of results. Bills time to client/matters as appropriate;
- Provides consultative research and reference support advising lawyers on the optimal strategy and source selection to obtain most authoritative and cost-effective results. Bills time to client/matters as appropriate;
- Performs in-depth legal, corporate, financial and/or general research for lawyers, staff, and clients by utilizing the appropriate mix of the firm's wide range of external and internal legal, business, and news resources;
- Collaborate as necessary with other members of the Practice Innovation & Legal Solutions Department on projects and with the Firm's other departments and teams;
- Assist in the dissemination and organization of information obtained in print and electronic resources/databases;
- Presents and packages research findings clearly and concisely;
- Monitors daily news, legislative and regulatory developments as required;
- Deliver research training to attorneys and staff and assist in the development of new research and reference offerings;
- Stay abreast of latest research resources, technologies and search techniques. Keep department leadership informed of potential additions and/or enhancements to research services;
- Participates in team initiatives to promote research resources, tools, and services;
- Work beyond scheduled hours as required; and
- Handle additional related projects as assigned.

## **Requirements**

Proficiencies:

- Expert-level knowledge in English language skills, including punctuation, spelling, grammar, and writing skills;
- Advanced proficiency in Lexis, Westlaw, and a wide range of other standard and specialized legal and business research platforms;
- Advanced proficiency in Microsoft Office applications such as Microsoft Outlook, Excel and Word, Adobe Acrobat and other common legal systems; the ability to quickly learn and apply new technologies and workflows; Ability to type 60 WPM;
- Superior verbal and written communication and interpersonal skills with a commitment to providing quality work product and outstanding customer service; knowledge of office practices and procedures, including telephone etiquette;
- Motivated and proactive individual with the ability to work on a collaborative, service-oriented team; and to work independently, initiating and carrying projects through to completion;
- Highly developed organizational skills;

- Fundamental knowledge of legal and business research resources employed by global law firms (preferred);
- Proficient in online research and legal databases; and
- Knowledge of database structure and theory.

Qualifications:

- At least 2 years of experience providing reference and research, preferably in a law or business library; and
- Advanced degree (MLS, MLIS) in library science, library information science or related field (required).

Employees will be provided with an excellent career opportunity in a collaborative environment, in addition to a generous total compensation package with the opportunity to earn bonuses based on individual contribution and firm profitability.

The salary wage range that we expect to pay for this position is a minimum of \$88,000 and a maximum of \$124,400 annually. The actual pay wage may vary based on experience or other relevant factors.

Eligible employees can participate in the Firm's comprehensive benefits program, which include the following:

- Medical, Dental, Vision, Life/AD&D, Long Term Care, and Short and Long Term Disability
- Flexible Spending Account and Health Savings Account
- Healthcare Concierge and Advocacy
- Voluntary 401k Plan and Profit Sharing
- 10 Paid Holidays per year and a generous PTO program
- Family Support including Pediatric Mental Health and Parental Support, Paid Parental Leave, Fertility Benefits, and Breast Milk Shipping
- Back-up Child Care, Elder Care, and Tutoring
- Wellness Programs (Employee Assistance Program, Mental Health, and Well-Being Events)
- Retirement Plan Consulting
- Anniversary Bonus Program
- Professional Development Programs
- Transportation Allowance and Commuter Benefits
- International Travel Insurance
- Auto/Home/Legal Insurance
- Pet Insurance
- Employee discounts
- And more!

The Firm has a range of diversity initiatives including our Paul Hastings Affinity Networks (PHANs), Women's Initiative, and PH Balanced. These initiatives provide a firmwide forum to share experiences, as well as an opportunity to participate in a supportive network with

common interests to help make life at the firm more inclusive. Learn more about our Global Diversity, Inclusion and Wellness Initiatives [here](#).

*Paul Hastings LLP is an equal employment and affirmative action employer  
F/M/Disability/Vet/Sexual Orientation/Gender Identity*

**[To Apply](#)**