



It's more than what you do: it's how you do it. That's why O'Melveny is counsel of choice to an ever-expanding list of market leaders. Opportunity at O'Melveny means working alongside dynamic and team-oriented colleagues on evolving legal and business issues and opportunities for prominent clients around the world. It's a place to build a rewarding career by tackling new challenges; being appreciated, included, and supported; and creating lasting connections.

With approximately 800 lawyers on three continents, more than 80 practice and industry service areas, and strong cultural ties to all of our 18 locations, O'Melveny is a global law firm with a local feel. At our core, you'll find a dedication to excellence, a drive to lead and innovate, and a deep sense of civic responsibility.

At O'Melveny, we know our commitment to DE&I can be a true differentiator and a key component of our success. Creating a truly inclusive environment while providing advancement and leadership opportunities for our lawyers and business professionals is a strategic priority. It's who we are. The diverse perspectives and experiences that our people bring to their work drive innovation and excellence. We are proud of our achievements, but DE&I is a work in progress. It always will be because our profession, our colleagues, our clients, our communities, and their issues keep changing. So must we.

The firm's DE&I strategy is RISE (Representation | Inclusion | Social Justice | Equity) and we expect every member of our firm to RISE to the challenge of making the promise of DE&I real in every aspect of our firm, including in their interactions with others and through the execution of their role. So, tell us. What do you want to achieve? Visit us at www.omm.com/our-firm/our-dna; read our [Insights 2024](#) report; explore our [firm at-a-glance](#); and find us on LinkedIn, [X](#), [Facebook](#), Instagram, and [YouTube](#).

O'Melveny is currently seeking a Senior Digital Resources Analyst to support our Knowledge & Research Services Department. This position is fully remote. This role is responsible for overall administration and integration of Knowledge and Research Services (KRS) resources in support of firm-wide attorneys, research analysts and business professionals. This includes execution and maintenance of policies and procedures for collection management and oversight of the procurement, processing and maintenance of research tools and materials, along with workflow management for the Knowledge Services team.

The salary range in CA for this role is \$85,000 - \$115,000 and represents the firm's good faith minimum and maximum range for this role at the time of posting.

Responsibilities:

- Works with the Sr. Knowledge Services Manager to develop consistent, firm-wide policies and procedures for resource management.
- Manages and oversees the lifecycle of resources, including the tracking of renewals and contracts, while ensuring the integrity and quality of data across all tracking systems.
- Curates and manages a comprehensive repository of up-to-date information resources, and enhances searchability to ensure quick and efficient access.
- Assists with identifying and implementing relevant technology, including discoverability, data delivery/integration and workflow solutions.
- Oversees consistent onboarding and credential management practices and procedures.
- Provides administration and support for KRS systems, including the integrated library system (Sydney) and request management system (Quest).
- Coordinates integration of internal and external data and resources into KRS systems, using APIs or other methods.
- Provides user support and troubleshooting for resources.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills and Experience:

- Masters Degree in Library Science, Computer Science, Informatics, Data Analytics or related degree is preferred.
- Four years of progressive law library experience is preferred.
- In-depth knowledge of database and systems management principles and best practices.
- Familiarity with a variety of digital resources and research services, preferably in a legal or corporate setting.
- Proficiency with Excel spreadsheets and other Microsoft Office products.
- Superior organizational skills, including the ability to maintain detailed records and in-depth reports.
- Excellent oral and written communication skills.
- Ability to work with all levels of attorneys and business professionals in a collaborative, team environment.
- Strong customer service orientation and excellent interpersonal skills.
- Ability to work under tight time constraints, manage multiple projects and re-prioritize work as needed, without supervision.
- Ability to identify complex problems, make determinations and implement effective solutions.

For more information, or to be considered for this position, please apply online at www.omm.com.

Response will be given to candidates who closely meet our qualifications. EOE M/F/D/V. No direct phone or email inquiries, please.