



## **Business & Legal Research Analyst**

#631

Multiple Locations

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### **Position Information**

You're looking for a change, and so are we. At Venable, we know that every new hire brings valuable experience, new perspectives, and a chance to raise the bar on our approach to research. That's why we're looking for a Business & Legal Research Analyst help us conduct research and analyze research results for businesses, industries, markets, and competitors using a variety of resources.

### **The ideal candidate will be responsible for...**

- Researching a wide variety of business, industry, and competitor data for firm attorneys in various practice areas in accordance with requested specifications, preparing analysis of research results in requested format.
- Providing research assistance and responding to specific requests submitted to the reference desk using various databases such as Lexis, Westlaw and Bloomberg Law along with other online resources. Tracking all research requests in the centralized ticketing system, providing information on requestor, resources used, response given and time to do the project.
- Working with Marketing department team members to develop ongoing list of firm clients, competitor law firms, client competitors, industry events, and global economic, political, and regulatory events to monitor using research subscriptions, newsfeeds, websites, trade journals, discussion lists and other similar research tools.
- Establishing individual and group alerts for business development purposes with available resources. Providing client development research support, including background research and competitive intelligence on current or potential clients and markets.
- Providing services to obtain documents from courts, either directly from available online resource or through third party vendors providing document retrieval assistance, from both federal and state courts as well as various governmental agencies at the state and federal level.

- Remaining current on research techniques and available resources relevant to providing high quality research and information services. Continuing professional development through various firm and association sponsored activities.

**The successful candidate will demonstrate...**

- Masters in Library Science (MLS) or equivalent, or JD preferred.
- A minimum of four years related experience providing research services to an organization.
- Thorough knowledge of professional library science and research techniques using various resources required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent oral and written communication skills with high level of attention to detail.
- Ability to interact with individuals at all levels of the organization and provide top-tier client service.
- Ability to work in a fast-paced environment with demonstrated ability to coordinate multiple projects and initiatives simultaneously while meeting deadlines and business objectives.
- Adaptability and ability to solve problems and work well under pressure despite strict deadlines.

Pay Range for Candidates in Los Angeles: \$89,000 - \$105,000 per year

Pay Range for Candidates in San Francisco: \$93,000 - \$112,000 per year

Pay Range for Candidates in Denver: \$86,000 - \$100,000 per year

The range provided is the minimum and maximum salary that Venable in good faith believes at the time of this posting that it is willing to pay for the advertised position. Exact compensation will be determined based on individual candidate qualifications and location. Additional compensation may include discretionary bonuses and overtime, if eligible. Overtime wages earned will be paid in compliance with applicable law.

Committing your time and talent is no small matter—at Venable, we know that superior client service begins with an investment in our people. Our competitive compensation, robust benefits, and programs that support our employees' well-being, families, and futures reflect our dedication to prioritizing the whole person, not just the professional.

Venable's benefits package includes medical, dental, vision, disability, life insurance, flexible spending and healthcare savings accounts, 401(k) with firm profit share, paid vacation and sick time, firm paid holidays, wellness and personal advocacy programs, family planning resources and leave programs, tuition reimbursement, and more. New employees are provided a detailed orientation to the firm's benefit offerings upon hire.

Applicants with arrest or conviction records will be considered for employment in accordance with the Los Angeles County Fair Chance Ordinance for Employers, the San Francisco Fair Chance Ordinance, and the California Fair Chance Act, as applicable. Material job duties for this

role include having access to privileged and confidential firm and client information, firm employees, and the firm's premises. This role requires the hired individual to perform the material job duties outlined in this job posting. If the firm reasonably believes an applicant's criminal history may have a direct, adverse, and negative relationship with the material job duties required by the role, a conditional offer of employment may be rescinded.