



Research Specialist

Job Locations: US-CA-Los Angeles; US-CA-San Diego; or Other U.S. Offices
Job ID2024-3941

Category: Library

Overview

Nelson Mullins is seeking a Research Specialist to join its growing Research & Information Services (RIS) team to provide legal and non-legal research services and analysis across a range of practice areas. This position is eligible for a hybrid or fully remote work arrangement, based on location. We welcome applicants nationwide, but preference will be given to candidates able to provide support for our West Coast offices past 5:30 PM EST.

A Day in the Life

The successful candidate will possess excellent communication skills, a commitment to delivering high-quality work, and a customer-oriented approach. They must also demonstrate the ability to collaborate effectively with the full RIS team to achieve the following objectives: provide accurate research and reference assistance to attorneys across all practice areas in a timely and cost-effective manner; analyze and communicate findings in a clear and concise manner; serve as a Research Specialist liaison to various practice teams; monitor current industry and legal developments relevant to the practice teams and inform attorneys of important updates through appropriate channels; critically evaluate and recommend legal and business information resources; stay current on emerging technologies and issues affecting law firms and information providers; and utilize a centralized workflow tool to deliver expert research and consultative services to attorneys and staff. Additionally, the successful candidate will support other projects or duties as assigned.

We Know You

To be considered for this role you must have a Master's Degree in Library/Information Services and/or a J.D. Degree and at least 3 years of experiences conducting research within a large law firm. You must have the ability to conduct research on a variety of legal and business topics. This position will require extensive use of research tools that include Bloomberg Law, Westlaw Edge and Lexis Plus.

In addition, expert level attention to detail and organization skills will be a necessity to carry out the responsibility of this job in a professional manner. You must be able to work in a fast-paced environment with tight deadlines and the ability to deal with unscheduled events that may require changing priorities with little notice. In this role you must be able to collaborate with attorneys, paralegals, law clerks, and administrative assistants while managing the various personalities and expectations.

At Nelson Mullins, we are dedicated to transparent and fair compensation practices. Pay for this position is determined by factors such as experience, skills, and location.

- **Salary/Wage Range:** \$80,000 - \$108,000 annually

In addition to base pay, employees may be eligible for performance bonuses, merit-based raises, and benefits such as healthcare, retirement plans, and paid time off.

Who We Are

With over 1,000 attorneys and professionals, Nelson Mullins has strong roots in the business community and an appreciation for new directions in the business world. As a Firm, Nelson Mullins has a strong foundation of community service and good citizenship. Our administrative professionals likewise promote these values, with opportunities to participate and play roles in various pro bono and community service initiatives. We collaborate with each other and with our clients, working side-by-side toward shared goals.

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Equal Employment Opportunity Policy

It is the policy of the Firm to provide equal opportunity in employment to all Employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, pregnancy, childbirth, or related conditions, age, national origin, citizenship status, sexual orientation, gender identity or expression, genetic information, veteran status, service member status, disability, or any other characteristic protected by federal, state, or local law.