



O'Melveny Senior Knowledge and Research Analyst (Remote)

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 actively seeking for a Senior Knowledge & Research Analyst. This role will be fully remote. The primary focus of this role is to deliver comprehensive research support for attorneys, paralegals, and business professionals, contributing to both client-related and internal administrative functions. This position involves handling diverse

research tasks such as ready reference inquiries, monitoring legal developments, corporate and expert witness research, docket and case analysis, analytics research, and leveraging AI tools for enhanced insights as a part of our AI as a Service program. Additionally, the role may involve acting as the department's liaison to a designated office of the firm.

The salary range in DC for this role is \$110,000 - \$125,000 and represents the firm's good faith minimum and maximum range for this role at the time of posting. The actual compensation offered to a candidate will be dependent on a variety of factors including, but not limited to, the candidate's experience, qualifications, and location.

Essential Duties and Responsibilities:

- Conduct thorough research using electronic and print resources to address requests submitted via our virtual research platform.
- Utilize AI tools to provide advanced, data-driven research insights.
- Monitor legal, industry and client-specific topics to deliver timely updates and alerts.
- Train attorneys and business professionals on effectively using our research tools.
- Collaborate with the Practice Innovation and Resource Management teams to test, evaluate and manage our tools and resources.
- Act as the primary liaison to a designated office of the firm including overseeing the collection, administrative tasks and new employee orientations.
- Knowledge, Skills and Experience:

This role will be fully remote and is expected to work 9-5:30 PST. .

- Master's Degree in Library Science and/or JD degree is required.
- Four years research experience in a legal or corporate environment is preferred.
- Expertise with standard legal resources, such as Lexis, Westlaw, Bloomberg Law, WK's VitalLaw, Capital IQ, Deal Point Data, Intelligize, Harvey, CoCounsel, VLex Vincent and other related subscription services.
- Demonstrated experience with databases, software applications and integrated library systems; strong interest in emerging technologies.
- Exceptional organization skills with the ability to multi-task and prioritize.
- Excellent written and verbal communication skills, with attention to accuracy and detail.
- Service-oriented, team player, with initiative and problem-solving abilities.
- We offer an excellent salary and benefits package. For more information, or to be considered for this position, please apply online at <https://www.omm.com/careers/>. Response will be given to candidates who closely meet our qualifications. EOE M/F/D/V. No phone inquiries please.