



## **Holland & Knight LLP**

### **Research Analyst (Hybrid)**

Full Time

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Locations:

Los Angeles

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We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success.

General Description:

The Research Analyst responds to legal, corporate, and industry research and reference requests, helping to meet the daily information needs of firm lawyers, business professionals and clients using industry-standard databases and tools.

Key Responsibilities and Essential Job Functions:

- Appropriately scope, research, and respond to legal, corporate, industry, and client-related research and reference requests.
- Follow best practices in research strategy or provided research plans in answering all queries.

- Evaluate sources and organize information into high-quality work product sent directly to firm lawyers, business professionals or clients.
- Exercise judgment and accountability in prioritizing billable workflow and either meeting or communicating effectively around deadlines.
- Provide and implement current awareness and litigation alerting, particularly as part of firm's industry sector and business development initiatives.
- Provide group and individual instruction on research techniques, methodologies, and strategies.
- Train firm lawyers and business professionals on the functionality and usefulness of information resources, including industry standard legal and corporate databases.
- Promote research tools, offerings and services through participation in practice group, section, industry, and team meetings as assigned research liaison.
- Develop and maintain an understanding of the information needs, workflow, and preferences of users and stakeholders in order to support and improve ease of access to information.
- Complete required knowledge management and record keeping, including time entry for all billable and lawyer-facing research, metadata entry for all time billed, metadata entry for all research requests, and compilation of all research communication and components in firm research intake platform.
- Assess and report on resource or technology needs, as well as collection strengths and weaknesses, through conversations with firm lawyers and other key stakeholders.
- Attend research training, legal vendor training, knowledge sharing sessions, and other continuing education toward maintaining highest quality service output.
- Serve on research team committees focused on clear project outputs such as intranet and ERM maintenance, hiring, subscription audit and review, etc.
- Support the firm's information resource stewardship, complying with all information security, privacy, confidentiality and licensing requirements while educating all users on the same.
- Special project and duties as assigned.

#### Required Skills:

- Proficiency with MS Office Suite, including Excel, Word, and PowerPoint.
- Ability to adapt and apply new technologies and workflows.
- Demonstrated stress management skills and effective prioritization of workload.

- Basic troubleshooting skills with common IT issues involving access to databases and online content.
- Critical evaluation skills, including the ability to answer reference questions; identify relevant legal authority and information sources; assess the credibility, currency, and validity of information; as well as explain thought process and scope of research in solutions.
- Good communication skills, including active listening, clear writing, professional speaking, cultural sensitivity, emotional intelligence, and civility.

#### Required Qualifications & Education:

- Minimum of 2 years legal, corporate or library professional or paraprofessional experience required, preferably in a role encompassing research or reference support services.
- Master's Degree in Library and Information Science from an ALA accredited school or equivalent degree.
- Bachelor's Degree with more than 5 years legal, corporate or library professional or paraprofessional experience may be substituted in exceptional circumstances.
- Intermediate understanding of legal systems and concepts, with an awareness of the legal industry and current trends.
- Intermediate knowledge of research methods and competencies, including awareness of efficient and cost-effective research strategies across legal and non-legal information sources including generative AI.
- Ability to apply research plans, engage in reference interviews, review information, logically organize information, and integrate findings into work product.
- Intermediate research and database competency, including proficiency with Lexis, Westlaw, Lex Machina, Bloomberg, Intelligize, VitalLaw, RIA Checkpoint, S&P Capital IQ, Pitchbook, PACER, HeinOnline, or equivalent.
- Some familiarity with APIs and data visualization.
- Commitment to strong service values with the ability to exhibit sound professional judgment, discretion, strategic thinking, independent problem solving, and accountability.
- Experience giving presentations, including some familiarity with persuasive and confident speech and writing.
- Understanding of and proven commitment to relationship building, team building and collaboration
- Future-focused outlook with some experience engaging stakeholders towards surfacing and communicating problems, challenges, and opportunities.

- Self-awareness of knowledge gaps with personal effort toward continuing education.
- Team-minded and diplomatic, with an engagement in mentorship and knowledge sharing.
- Independently motivated.

Physical Requirements:

- Ability to sit or stand for extended periods of time.
- Moderate or advanced keyboard usage

*This position may be filled in California. The base salary range for this position in these locations is \$87,000.00 - \$131,000/yr. This range may not be applicable to other locations. An individual's actual compensation will depend on the individual's qualifications and experience. In addition to the base compensation, Holland & Knight provides bonus opportunities and an exceptional benefits package.*

Benefits: Our goal is to promote a work environment in which individuals have access to the resources they need to be at their best both professionally and personally, which includes resources that encourage individuals to focus on their health and well-being. Below is a list of just some of the benefits we offer: generous paid time off; eleven paid holidays per year; time off for bereavement or jury duty; paid leave for new parents; comprehensive medical (PPO and HDHPs), dental and vision plans including coverage for domestic partners; life and AD&D insurance; short and long term disability insurance; tax-advantaged accounts for health care expenses, including FSA or HSA; FSA for dependent care; supplemental AFLAC policies for medical care; excess liability coverage; health advocacy services; behavioral health and counseling resources for all family members; 401(k); profit sharing; pre-tax transit and parking program; backup care for children and adults; senior care planning support; and resources for individuals with development disabilities and their caregivers.

*Benefits may vary by position and office.*

*Holland & Knight is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran or any other protected class.*

*Personal Information collected from applicants will be used for the purpose of processing the application throughout any recruitment or employment process, as well as inclusion in a personnel file. Categories of data collected may include name, address, phone numbers, email, Social Security Number, and signature. Holland & Knight may collect further information if you consent to a background check. This includes criminal background, employment, and certifications. Please visit [Legal Information](#) Portal for Holland & Knight LLP's privacy policies.*