



Job Description

Published Job Title: Research Specialist	Department/Practice Group: Research and Knowledge Services	Reports to (Title of Manager): Director of Research and Intelligence
FLSA Status: Exempt	Position Type: Regular Full-Time	Date Last Updated: 4/15/2025
Travel Requirements: 10%	Office Location: Any U.S. Office	Supervises Others: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Minimum Years of Experience: 5	Work Schedule: Core Hours	Work Hours: 37.5 (35 in NY and CH)

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Job Summary:

Research professional who provides legal and business research services in response to requests from attorneys and professional staff. The Research Specialist is well versed in core legal and business research platforms and able to translate requests into effective research strategies. The individual will work efficiently and deliver results that directly address the legal or business need and are readily understood and actionable. The individual will participate in product evaluations, deliver training, share best practices, and provide input on special projects.

The Research Specialist demonstrates a commitment to superior services and quality and promotes an atmosphere of teamwork and continuous improvement. The individual will model a culture of knowledge sharing and creative problem solving and work to increase engagement with the firm's research resources. This position reports to the Director of Research and Intelligence.

Primary Responsibilities and Expectations

Responsibilities:

- Deliver legal and business research services in response to requests from lawyers and administrative staff.
- Confirm scope and information requirements and negotiate delivery timing, enlisting support from team members and/or management as needed.
- Apply best practices and templates to work product to ensure consistency and efficiency.
- Deliver information in concise, easily consumed formats with the appropriate context that align with the legal or business need.
- Participate in the evaluation and implementation of potential research solutions.

- Deliver training programs to encourage adoption and engagement with the firm's research and information resources.
- Contribute to special projects to support the on-going operations of the Research & Intelligence team and the Knowledge & Innovation department.
- Contribute to on-boarding of team members.

Essential Functions of Job:

- Deliver legal and business research services in response to lawyer and administrative staff requests.
- Conduct reference interviews to confirm scope, underlying business need, and delivery requirements.
- Apply strong knowledge of research and intelligence resources to deliver work product in timely, cost-effective manner with content that is easily understood and actionable.
- Participate in evaluation and implementation of potential research and intelligence solutions
- Maintain collaborative vendor relationships.
- Contribute to on-boarding, on-going training and/or off-boarding of lawyers and business professionals.

Supervisory Responsibilities:

N/A

Qualifications and Experience

Required Qualifications:

- Minimum of 5 years' experience as a research professional in a law firm, academic law library, or corporate research function with competency in core legal and business research platforms.
- Experience working in a fast paced high volume environment.
- Knowledge of conceptual framework of American law, legislative process and history, and navigating complex litigation and business research topics.
- Effective written and verbal communication skills with proven ability to interact with people at all levels of the firm.
- Demonstrated ability to work independently and efficiently and collaborate effectively with others.
- Customer service orientation with attention to detail and effective organizational skills.
- Demonstrated ability to manage multiple assignments and escalate issues as appropriate.
- Emotional intelligence and professionalism consistent with the firm's performance culture and commitment to excellence.

Preferred Qualifications:

- N/A

Education

Required: Bachelor's Degree or equivalent professional experience.

Preferred:

Major (if applicable):

Computer/Software Knowledge

Required:

- Competent with legal and business research tools, including specialized subject resources relevant to the firm's practices. Includes (but not limited to) Lexis, Westlaw, Bloomberg, Capital IQ, Pitchbook, LexMachina, Intelligize, Wolters Kluwer Vital Law, Checkpoint, Derwent Innovation, FactSet, Docket Navigator, and Deal Point Data.

- Competent with MS Office products, MS Teams, OneNote and similar communication and collaboration tools.

Preferred:

- Familiarity with AI-related technologies including large language models (LLMs), Generative AI and legal-specific platforms.

Work Environment

- Working indoors with limited exposure to hazards (only those that customarily come up in working in a high-rise or office building).
- Indoor office work environment.
- The current Firm policy is hybrid—working in the office a minimum of 3 days per week and working from home the rest of the week (subject to change).
- Occasional evening and weekend work may be required as job duties demand.

Travel Requirements

Less than 10% travel.

Work Hours

Core hours due to the Exempt status.

Physical Demands

Extended periods of sitting/standing at a desk, frequent keyboarding, and repetitive hand motions.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Sheppard Mullin reserves the right to amend and change responsibilities to meet Firm needs as necessary.