



TROUTMAN PEPPER LOCKE – RESEARCH ANALYST

We are always seeking talented, motivated, growth-minded, and creative individuals. Our firm is committed to providing employee support and advancement, while embracing inclusion and innovation as keys to a stronger future.

We invite you to explore the position below and to submit your application to join our team!

[Apply](#)

As part of Knowledge Management and Innovation, the Research Services Department serves the firm's research and information retrieval needs by leveraging state-of-the-art research technologies to deliver valuable insight, information, and support. The Research Analyst will provide expert level business and legal research support to attorneys and staff across all firm practice groups, jurisdictions and administrative departments. While we welcome applications from candidates across all regions, preference will be given to those based on the West Coast, or willing to work PST hours, to better align with our operational needs and time zone considerations.

Essential Duties and Responsibilities:

- Collaborate effectively with peers to complete research requests received from attorneys and firm staff.
- Work out of the collective queue of work in Quest, our research request tracking system, assigning requests to yourself based on knowledge, skill, prior work, and bandwidth.
- Critically evaluate requests to identify cost-effective, efficient, and accurate research strategy
- Complete research using the most effective and efficient tools and processes.
- Compile and summarize research results.
- Communicate results and methodology clearly to requestor within Quest
- Participate in Quest Watcher schedule to ensure department service expectations are consistently upheld.
- Adjust and reprioritize research assignments to meet competing demands as needed.

- On a daily basis, track and record research process and time for all requests using Quest, track and record all billable work using firm billing software, create billing narratives, and follow firm timekeeping procedures.
- Provide quality customer service to both internal and external clients effectively and professionally.
- Remain current on technological enhancements that contribute toward providing sophisticated library and research services; participate in testing and evaluating new research tools.
- Ensure work product aligns with all departmental policies and guidelines.
- Work occasionally may require after hours and weekend coverage to perform the essential duties of the position.

Knowledge, Skills and Abilities:

- Expertise with major legal research platforms, including Lexis, Westlaw, Bloomberg Law, VitalLaw, Lex Machina, CourtLink, Docket Alarm, Courthouse News, Manzama, etc
- Strong interpersonal skills and the ability to work collaboratively with colleagues, clients, and stakeholders to achieve common goals and foster a positive team environment.
- Ability to analyze, summarize and concisely deliver complex research results.
- Working knowledge of Quest, the firm's research request tracking system.
- Familiarity with cite-checking and Bluebooking procedures.
- Positive approach to team collaboration and goodwill ambassador for the Library & Research Services department when working with attorneys, practice groups and other firm administrative departments.
- Solid organizational, analytical and communication skills, with the ability to multitask and re-prioritize as necessary to meet competing deadlines.
- Demonstrated commitment to continuing education through conference and webinar attendance and participation in local and national associations.
- Substantive knowledge of the law and legal bibliography.
- Proficiency in the Microsoft Office suite, iManage and other firm applications.
- Work occasionally may require after hours and weekend coverage to perform the essential duties of the position.

Education and/or Experience:

- Master of Library Science from an ALA-accredited school.
- Minimum of five (5) years of experience in a law firm environment.
- Demonstrated experience and success managing and completing complex legal research.
- Experience working directly with attorneys, including successful prioritization of work assignments and effective management of internal client relationships to deliver high-quality work directly relevant to attorney needs.
- Well-versed in current research methodologies and resources.

#LI-Hybrid

The Firm will comply with any applicable city or state workplace mandates in effect in regards to Covid-19.

This position description is intended to describe the general content of and requirements for the performance of the job. The statements contained in the position description are not necessarily all-inclusive and additional duties and responsibilities may be assigned as determined by business needs.

This position description does not constitute a written or implied contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By applying for this position, you agree and understand that Troutman Pepper Locke will process your Personal Information pursuant to the terms of our [Worker and Applicant Global Privacy Notice](#). If you have questions about our data handling practices, or you are a resident of California, the United Kingdom, or the European Union and wish to exercise your privacy rights, please contact us at privacy@troutman.com.

Equal Employment Opportunity

Troutman Pepper Locke adheres to a policy of equal opportunity and will make all employment decisions, which include hiring, promotion, transfer, demotion, evaluation, compensation and separation, without regard to race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, pregnancy, citizenship, disability, genetic information, marital or armed forces status and any other classification as protected by law.

[Compensation is dependent on several factors, such as position, location, education, training, and/or experience.](#)

Hiring Salary Range:

\$100,000.00 - \$120,000.00