



Senior Legal Intelligence Analyst

Cooley LLP

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Location: Hybrid – Open to any of our 6 offices

- San Francisco
- Santa Monica
- Los Angeles
- Palo Alto
- Seattle
- San Diego

Senior Legal Intelligence Analyst

Cooley is seeking a Senior Legal Intelligence Analyst to join the Data Delivery team.

Position summary: Cooley Innovation embraces a culture of customer service excellence and all members of the department are expected to move this agenda forward. To that end, the Legal Intelligence Analyst will work independently as a member of a research team that responds to requests from attorneys, paralegals and staff, to perform wide-ranging research on legal and business issues necessary for client legal services and Firm administration. The Legal Intelligence Analyst is responsible for all aspects of analyzing the research request, identifying the best sources of information, conducting the research, and reporting the results of research projects. Specific duties and responsibilities include, but are not limited to, the following:

Position responsibilities:

- Conduct in-depth, tailored research services to support client matters. Use independent judgment to identify issues, analyze research strategy and

determine best information sources to provide accurate, valid, cost effective and timely research

- Analyze and synthesize results for presentation to the requesting user, ensuring that research meets both stated and anticipated needs
- Provide current awareness services, including curated bulletins and alerts, aggregated news services and litigation and legislative tracking services to support attorney client matters and other legal intelligence requirements
- Support and/or lead the initiative to deliver practice area specific information services to attorneys, keeping up to date with issues in relevant designated areas in order to provide a proactive service
- Proactively and independently responsible for balancing workload by monitoring incoming requests, assessing time constraints and estimating research time needed
- Work collaboratively with peers, as needed in responding to research requests
- Independently determine appropriate outside sources and arrange for timely and cost-effective retrieval/borrowing
- Responsible for ensuring any research requests are accurately entered and managed in the firm's research management platform, Quest
- Assist in the evaluation and selection of relevant legal research resources and keep up to date in developments and best practices in relevant fields
- Participate in the effective orientation, product and legal research training to attorneys and Firm staff
- Assist in the development and delivery of appropriate training programs covering research sources and legal research techniques and strategies for attorneys
- Responsible for the timely and accurate entry of time
- All other duties as assigned or required

Skills and experience:

Required:

- After orientation at Cooley LLP, exhibit proficiency in the Microsoft Office suite, iManage and other firm applications
- Ability to work extended and/or weekend hours, as required
- 5+ years of legal intelligence research experience
- College degree or creditable prior work experience in the field
- Thorough knowledge of global legal research resources
- Extensive knowledge of research methods and tools
- Demonstrated ability to independently assess client needs and to develop responsive solutions.
- An understanding of the legal professional ethics and copyright environment that surrounds intelligence-gathering activities.

- Demonstrated ability to maintain and support a customer service philosophy

Preferred:

- Bachelor, MLIS, JD or MBA

Competencies:

- Excellent research, analytical, written, verbal communication and presentation skills
- Ability to organize, analyze and distil large amounts of data into actionable intelligence and reports
- Intellectual curiosity – the ability to derive connections and synthesize information and facts
- Ability to work in a fast-paced environment with demonstrated ability to coordinate multiple competing tasks and demands, provide high levels of customer service and maintain a professional demeanor at all times
- Strong interpersonal skills and the ability to collaborate and communicate with staff at all levels.
- The ability to work well and thrive in a collaborative team environment
- Ability to keep up to date with new developments, master new technologies, and adapt to change
- Exceptional customer service skills

Cooley offers a competitive compensation and excellent benefits package and is committed to fair and equitable employment practices.

EOE.

The expected annual pay range for this position with a full-time schedule is \$90,000 - \$130,000. Please note that final offer amount will be dependent on geographic location, applicable experience and skillset of the candidate.

We offer a full range of elective benefits including medical, health savings account (with applicable medical plan), dental, vision, health and/or dependent care flexible spending accounts, pre-tax commuter benefits, life insurance, AD&D, long-term care coverage, backup care for children and/or adults and other parental support benefits. In addition to elective benefit options, benefited employees receive firm-paid life insurance, AD&D, LTD, short term medical benefits as well as 21 days of Paid Time Off (“PTO”) and 10 paid holidays each year. We provide generous parental leave and fertility benefits. New employees will attend a detailed benefit orientation to learn more about our many benefits and resources.