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Brownstein Hyatt Farber Schreck, LLP is hiring a **Research Analyst** to join our Library research team, ideally to be based out of our Los Angeles, Santa Barbara or other California office, with a hybrid, remote work model and limited in-office time. The Research Analyst works with other members of the Library Services Department to meet the information needs of attorneys and staff in all office locations, and reports to the Library Director. The position is full-time, working 5 days per week. Full time, Pacific hours, no weekends or on-call, and the in-office requirement is very low. Firm representatives will be at AALL in Portland and will be available to chat with anyone interested onsite as well.

About the role

Summary

As a Research Analyst, you will provide research support to lawyers, paralegals, and all firm staff. You must be able to quickly evaluate all research inquiries to determine the best methods and resources necessary to complete each request. You will prioritize requests, analyze results, compile answers, and communicate research findings in a clear and concise manner.

Essential Duties and Responsibilities

- Performs legal, general and business research for attorneys, paralegals and support staff, using a variety of electronic and print resources. This can include both quick and in-depth, complex case, statute, legislative history, IP, news, public records and company research. Knowledge of California legal and water law research is a plus.
- Showcase strong research skills including an ability to think critically about research tools, conduct cost-effective and efficient research, compile

research results, summarize data, and communicate methodology and results clearly

- Analyzes legal and non-legal resources and communicates findings in a clear, concise manner.
- Identifies electronic resources on Firm's intranet and those in the print collection and develops research strategies for attorneys and other staff members.
- Provides assistance to users of both physical and electronic library resources.
- Assists with collection development by evaluating new digital resources and assessing attorney information needs and usage patterns.
- Conducts library orientations and assists in research training programs.
- Assists with development of documentation and training materials for library research and electronic resource instruction programs.
- Routinely bills time for reference/research.
- Manages distribution of electronic newsletters and ensures updating of titles in physical collections in three California office libraries.
- Assists in content upkeep for the library's intranet page.
- Participates in projects that increase the value of our research and information services to the Firm.
- Stays current with new and developing trends in research, technology and competitive intelligence.
- Travel to other offices as needed.
- Performs other special projects or duties as assigned.

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