



**KNOWLEDGE AND RESEARCH SPECIALIST, GREENBERG GLUSKER LLP,
CENTURY CITY**

Under the direction of the Director of Library and Research Services, the Knowledge and Research Specialist works as part of the team to provide comprehensive legal and non-legal research services and support to all attorneys, paralegals, administrative professionals, and staff. The Knowledge and Research Specialist conducts high-level legal and business research to meet the information needs of the firm and its clients, promotes awareness of library research tools and provides training in their use, participates in the review and evaluation of new and existing information resources, and assists with the ordering and processing of library materials in all formats.

Key Responsibilities:

Providing legal and non-legal research and reference in all practice areas of the firm. Specific research tasks may include, but are not limited to, performing and presenting competitive intelligence research and analysis, locating and summarizing news articles, preparing analytical reports on judges and opposing counsel, preparing dossiers on expert witnesses, compiling legislative histories, locating contact information for witnesses, and retrieving court filings and other legal documents from in-house and external sources.

Conducting research for attorneys writing articles, presenting speeches, and participating in instructional forums.

Conducting library orientation for new attorneys, paralegals, and staff.

Providing instruction in the efficient and cost-effective use of legal research tools.

Participating in the evaluation of new and existing information resources.

Providing coverage for library staff absences.

Performing other responsibilities as assigned.

Additional Responsibilities:

Maintaining the library page on the firm Intranet.

Maintaining Lexis and Westlaw eLibraries.

Arranging interlibrary loans.

Ordering and cancelling subscriptions, processing new materials, and reconciling invoices.

Updating the library catalog.

Tracking usage of hard copy and electronic resources and monitoring cost recovery.

Participating in special projects.

Position Requirements:

Masters of Library/Information Science or equivalent degree.

At least two years of law library experience.

Proficiency in the use of legal research platforms including Lexis, Westlaw, Bloomberg, Lex Machina, Practical Guidance, Practical Law, and Accurint, among others.

Ability to assess the accuracy, currency, and reliability of information resources.

Ability to compile, analyze, and communicate research methodology and results clearly and succinctly.

Attention to detail.

Ability to work independently, prioritize requests, and manage competing deadlines.

Commitment to service.

Strong interpersonal skills.

Patience and a sense of humor.

Salary and Benefits:

The salary range for this role is \$100,000 - \$130,000. The firm offers a competitive benefits package to full-time employees.

To apply for this position, please submit your resume and a cover letter to Marjorie Jay at MJay@ggfirm.com, with a copy to Jennifer Romero at JRomero@ggfirm.com.