



O'Melveny is actively seeking a Senior Knowledge & Research Analyst (Remote).

This role can be based out in our San Francisco, Century City, Los Angeles or Newport Beach office. The primary focus of this role is to deliver comprehensive research support for attorneys, paralegals, and business professionals, contributing to both client-related and internal administrative functions. This position involves handling diverse research tasks such as ready reference inquiries, monitoring legal developments, corporate and expert witness research, docket and case analysis, analytics research, and leveraging AI tools for enhanced insights as a part of our AI as a Service program. Additionally, the role may involve acting as the department's liaison to a designated office of the firm.

The salary range in CA for this role is \$110,000 - \$125,000 and represents the firm's good faith minimum and maximum range for this role at the time of posting. The actual compensation offered to a candidate will be dependent on a variety of factors including, but not limited to, the candidate's experience, qualifications, and location. Applications will be accepted from candidates who reside in the following states: AL, AZ, CA, CO, D.C., FL, HI, ID, IL, LA, MD, MA, MN, MO, NC, NH, NV, NJ, NY, OH, OR, PA, SC, TX, UT, VA, WA.

Note that the position is fully remote and hours worked are 9:00-5:30 with one day a week 9:30-6 pm .

**Essential Duties and Responsibilities:**

- Conduct thorough research using electronic and print resources to address requests submitted via our virtual research platform.
- Utilize AI tools to provide advanced, data-driven research insights.
- Monitor legal, industry and client-specific topics to deliver timely updates and alerts.
- Train attorneys and business professionals on effectively using our research tools.
- Collaborate with the Practice Innovation and Resource Management teams to

test, evaluate and manage our tools and resources.

- Act as the primary liaison to a designated office of the firm including overseeing the collection, administrative tasks and new employee orientations.

**Knowledge, Skills and Experience:**

- Master's Degree in Library Science and/or JD degree is required.
- Four years research experience in a legal or corporate environment is preferred.
- Expertise with standard legal resources, such as Lexis, Westlaw, Bloomberg Law, WK's VitalLaw, Capital IQ, Deal Point Data, Intelligize, Harvey, CoCounsel, VLex Vincent and other related subscription services.
- Demonstrated experience with databases, software applications and integrated library systems; strong interest in emerging technologies.
- Exceptional organization skills with the ability to multi-task and prioritize.
- Excellent written and verbal communication skills, with attention to accuracy and detail.
- Service-oriented, team player, with initiative and problem-solving abilities.

We offer an excellent salary and benefits package. For more information, or to be considered for this position, please apply online at [www.omm.com](http://www.omm.com). Response will be given to candidates who closely meet our qualifications. EOE M/F/D/V. No phone inquiries please.