



Focused on employment and labor law since 1958, Jackson Lewis P.C.'s 1,000+ attorneys located in major cities nationwide consistently identify and respond to new ways workplace law intersects business. We help employers develop proactive strategies, strong policies and business-oriented solutions to cultivate high-functioning workforces that are engaged and stable, and share our clients' goals to emphasize belonging and respect for the contributions of every employee.

The Firm is ranked in the First Tier nationally in the category of Labor and Employment Litigation, as well as in both Employment Law and Labor Law on behalf of Management, in the U.S. News - Best Lawyers® "Best Law Firms".

#### Job Summary:

The Research Specialist handles a wide range of research and information requests from attorneys and staff nationwide. Requests include traditional legal research, litigation research, current awareness assignments, and business development projects. In addition to possessing advanced legal and corporate research skills, the Research Specialist must be a skilled communicator and adept at juggling multiple assignments.

#### Duties and Responsibilities:

- Conduct in-depth research and analysis in legal, business, and other subjects for attorneys, paralegals and staff throughout all offices of the Firm.
- Use appropriate online research resources to provide excellent practice support in a timely and cost-effective manner.
- Utilize project management and planning skills to prioritize competing assignments, work within recognized budgetary constraints, and consistently meet tight deadlines.
- Create and maintain current awareness newsletters and alerts for ongoing monitoring of clients, industries, and special topics.

- Willingness to take on special projects and new tasks associated with emerging responsibilities, as determined by Senior Research Manager.

Skills and Educational Requirements:

- Master of Library and Information Science degree from accredited institution.
- At least two years of Reference/Research experience in law firm library or equivalent.
- Thorough knowledge of electronic legal and business products.
- Ability to work well both independently and as part of remote/centralized team.
- Able to perform at high level under pressure with minimal supervision.
- Exceptional critical thinking skills and attention to detail.
- Excellent verbal and written communication skills.
- General understanding of databases and MS Office applications.
- Experience with labor and employment law is a plus.

For California, the expected salary range for this position is between \$115,000 and \$130,000. The actual compensation will be determined based on experience and other factors permitted by law.

For Washington, the expected salary range for this position is between \$90,000 and \$115,000. The actual compensation will be determined based on experience and other factors permitted by law.

Jackson Lewis offers a competitive benefits package that includes:

- Medical, dental, vision, life and disability insurance
- 401(k) Retirement Plan
- Flexible Spending & Health Savings Account
- Firm-paid holidays, vacation, and sick time
- Employee assistance program and other firm benefits.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristics protected by law.

**Please apply online via this link: [Careers](#)**