



Research & Knowledge Analyst

Skadden, Arps, Slate, Meagher & Flom LLP

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- Fully Remote
- Los Angeles
- Full time

We invite you to review our current business services professionals openings to learn about the opportunities available across the firm.

About Us

Skadden, Arps, Slate, Meagher & Flom LLP has forged a reputation as one of the most prestigious law firms in the world. Relying on innovation, intellect, teamwork and tenacity, our lawyers deliver the highest quality advice and novel solutions to our clients' legal issues. We are known for handling the most complex transactions, litigation/controversy issues, and regulatory matters, as well as for the strong partnerships we build with clients and each other. Our attorneys, who reflect a broad range of experiences and perspectives, work together seamlessly across 50-plus practices and 21 offices in the world's major financial centers.

The Opportunity

We are seeking a Research & Knowledge Analyst to join our Firm and assist with global evening information services. This is a full-time position with the hours of 1:00 pm – 9:00 pm Pacific Time, Monday-Friday, offers a fully remote or a hybrid work model, and must reside in California. The analyst is responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the Firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Creates current awareness and new business alerts. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Assists with the evaluation and recommendation of new information resources. Ensures continuity of Research & Knowledge Services operations during Manager's absence as needed.

This is a demanding role in a fast-paced environment and requires excellent written and verbal communication skills, attention to detail, creative problem solving, and the ability

to prioritize tasks and meet tight deadlines. This individual contributes to Knowledge Management (KM) initiatives and supports the research needs of attorneys and staff in all offices of the Firm. Requirements include database experience with a range of tools although no particular knowledge of practice area law is initially required.

- Supports research and Knowledge Management (KM) initiatives for Firm attorneys and staff across the globe, incorporating new technology.
- Performs cost efficient ready reference and in-depth research on legal, corporate and other topics using online and print resources to support all practice areas of the firm.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains custom information reports and new business alert services that identify matters of interest to attorneys, as well as existing and potential clients.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Helps facilitate access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via Firm wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
- Provides full service research and KM support when working remotely or in the office.
- Assists with evaluating new and updated versions of information resources, online and print sources, and recommends beneficial information sources for the Firm.
- Develops information network within and outside the Firm.
- Develops subject guides, tip sheets and training materials as department needs and resources change.
- Monitors email on firm issued mobile device while out of the office and during off hours and coordinates with staff in all offices to complete pending requests.
- Uses workflow software for the distribution and recording of research and KM requests.
- Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others.
- Ensures continuity of Research & Knowledge Services operations during Manager absences as needed.
- Manages Firm resources responsibly.
- Complies with and understands Firm operation, policies and procedures.
- Assists other department staff members when needed.
- Performs other related duties as assigned.

Qualifications

- Expertise in using computer-based research tools: Lexis, Westlaw, Bloomberg, Intelligize, Practical Law, PLI, Capital IQ, Deal Point Data, Pitchbook, VitalLaw, Pacer, HeinOnline, Courthouse News Services, Accurint, and more
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems
- Strong analytical and troubleshooting skills
- Demonstrates effective interpersonal and communication skills, both verbally and in writing
- Demonstrates close attention to detail
- Demonstrates a courteous and professional demeanor and prioritizes a highly positive, customer-service approach
- Proven ability in using web page editors
- Understanding of Knowledge Management principles, technology and best practices.
- Ability to work well independently as well as effectively within a team
- Ability to work under pressure and meet deadlines
- Ability to handle multiple projects and shifting priorities
- Ability to handle sensitive matters and maintain confidentiality
- Ability to organize and prioritize work
- Ability to work well in a demanding and fast-paced environment
- Ability to use discretion and exercise independent and sound judgment
- Flexibility to travel
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs

Education And Experience:

- Master's Degree in Library Science or a minimum of four years directly related experience
- Minimum of two years' experience conducting research in a legal or corporate information center

Culture & Life at Skadden

What makes Skadden special is our people and the culture, community and spirit of collaboration we have created. We believe in teamwork and inspiring each other to be our best in an atmosphere that promotes professionalism and excellence in all that we do. We know that inclusion, and drawing on the strength of a wide spectrum of talent only make us better and is vital to the firm's success. Our goal is for everyone at the firm to enjoy a challenging career with opportunities for development and growth and to support the well-being of our attorneys and business services professionals.

Benefits

The overall well-being of our team is important to us. We offer generous benefits to help you achieve wellness in all areas of your life.

- Competitive salaries and year-end discretionary bonuses.

- Comprehensive health care (medical, dental, vision), savings plan/401(k) and voluntary benefits.
- Generous paid time off.
- Paid leave options, including parental.
- In-classroom, remote, and on-demand learning and professional development opportunities.
- Robust well-being classes and programs.
- Opportunities to give back and make an impact in local communities.

For further details, please visit: <https://www.skadden.com/careers/staff/employee-benefits>

Skadden is an Equal Opportunity Employer (Disability/Vet/other protected categories). For more information, please visit [Skadden.com/careers](https://www.skadden.com/careers).

The starting base salary for this position is expected to be within the range listed under Salary Details. Actual salary will be determined based on skills, experience (to the extent relevant) and other-job related factors, consistent with applicable law.

Salary Details

\$95,000-\$105,000

EEO Statement

Skadden is an Equal Opportunity Employer. It does not discriminate against applicants or employees based on any legally impermissible factor including, but not limited to, race, color, religion, creed, sex, national origin, ancestry, age, alienage or citizenship status, marital or familial status, domestic partnership status, caregiver status, sexual orientation, gender, gender identity or expression, change of sex or transgender status, genetic information, medical condition, pregnancy, childbirth or related medical conditions, sexual and reproductive health decisions, disability, any protected military or veteran status, or status as a victim of domestic or dating violence, sexual assault or offense, or stalking.

Applicants who require an accommodation during the application process should contact Lara Bell at (212) 735-2794.

Skadden Equal Employment Opportunity Policy
[Skadden Equal Employment Opportunity Policy](#)

Applicants Have Rights Under Federal Employment Law
[Applicants Have Rights Under Federal Employment Law](#)

In accordance with the Transparency in Coverage Rule, click here to review machine-readable files made available by UnitedHealthcare:
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Applicants Have Rights Under California Law
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Skadden will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.