



## Senior Research Specialist

[HOUSTON](#)  
[LOS ANGELES](#)  
[ORANGE COUNTY](#)

### POSITION

As part of the Research Services team, this role delivers high-level research and reference support to attorneys across all practice areas, as well as to key administrative departments including Business Development & Marketing, Recruiting, and Intake & Conflicts. The position combines expert research skills with consultative guidance to ensure authoritative, cost-effective results.

### Responsibilities

- Deliver timely, expert-level research and reference support to attorneys and administrative teams across practice areas.
  - Provide strategic guidance on research approaches, source selection, and methodology to ensure efficiency and accuracy.
  - Proactively monitor news, dockets, legislative and regulatory developments, and subject-specific updates, sharing insights with relevant stakeholders.
  - Adhere to established procedures for managing requests and appropriately billing time to client matters.
  - Maintain advanced knowledge of library resources, including print collections, online databases, interlibrary loan, and document delivery services.
  - Lead or support orientation and training initiatives by developing materials and delivering sessions on research tools and best practices.
  - Evaluate research tools and resources, contributing to recommendations for acquisition, renewal, or discontinuation.
  - Maintain and enhance the library portal, integrating specialized resources and improving user experience.
  - Deliver departmental communications and collaborate on strategic projects, process improvements, and cross-functional initiatives.
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## **QUALIFICATIONS**

- 3-5 years of legal reference and research experience, preferably in a mid-to-large law firm or comparable environment.
- Bachelor's Degree Required, MLS or MLIS strongly preferred.
- Strong research skills with the ability to think critically about tools and methodologies, conduct cost-effective and efficient searches, and clearly communicate findings.
- Proficient in legal, business, scientific, and general research resources, including platforms such as Westlaw, Practical Law, Lexis, Bloomberg Law, and VitalLaw.
- Knowledge of platforms such as Checkpoint, Docket Navigator, PitchBook, and others; skilled in setting up current awareness and litigation alerts.
- Able to work quickly and accurately under pressure, with excellent organizational skills.
- Strong interpersonal skills and the ability to communicate clearly and effectively with attorneys and staff.
- Experience reviewing and assessing electronic resources to improve service delivery and research efficiency.
- Maintains expert knowledge of library systems, including collections, online databases, interlibrary loan, and document delivery.
- Demonstrated commitment to ongoing professional development through conferences, webinars, and active participation in professional associations.

### **Salary**

\$70,000-\$95,000

### **Apply**

For direct applicants, [please submit here](#).

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