



Research Services Assistant, Los Angeles, CA
Full Time

Morgan, Lewis & Bockius LLP, one of the world's leading global law firms with offices in strategic hubs of commerce, law, and government across North America, Asia, Europe, and the Middle East, is seeking to hire a Research Services Assistant to provide ready reference support to requestors nationwide and technical services support to their local office.

Reporting to and working closely with the Regional Director of Research Services, the Research Services Assistant will perform a range of duties in support of the department including but not limited to docket and document retrievals, limited material check-in, processing, and maintenance, and other duties as assigned.

Primary Responsibilities:

Research

- Monitor and respond to basic research requests
- Retrieve dockets, case filings (including complaints and other court documents), SEC filings, company background materials and related basic information, using appropriate research databases and/or external services
- Follow proper procedures and maintain accurate records in the Quest reference request database

Library support and collection maintenance

- Open, sort, and check-in mail using Sierra, the integrated library system
- Process Research Services invoices and credit card statements (if applicable), including the confirmation of dates, GL coding, and other relevant information for processing of payment
- Review selected material (non-contract standing orders, local renewals, etc.) with the Regional Director of Research Services to determine if it will be kept or cancelled and processes accordingly

- Provide current and accurate data regarding the local office collections to the Research Resources team to ensure all systems are up to date
- Perform loose-leaf filing including supplements, pocket-parts, and replacement editions as needed
- Participate in the claims process for missing or lapsed materials in conjunction with central Research Resources team
- Maintain main and satellite libraries as assigned, reshelving all books, periodicals, and audio/visual items as needed
- Perform shelf-reading and monitor space-related issues in print collections and performs collection shifts as necessary

Experience/Qualifications:

- Bachelor's degree preferred or equivalent combination of education and experience
- Minimum of one (1) year library experience preferred. Familiarity with legal materials desired
- Excellent oral and written communication skills with a strong critical thinking acumen, including analytical abilities
- Exceptional organizational abilities, including the ability to manage multiple, competing requests concurrently, balance changing workloads, and prioritize appropriately
- Proficient computer skills with Windows applications and databases

Qualified candidates must apply online by visiting our website at www.morganlewis.com and selecting "Careers."

#LI-Hybrid

#LI-TS1

For positions in Los Angeles, CA the salary range for this job posting is: \$55,000.00 - \$88,800.00.

The base salary or hourly wage range for this position will be determined during the interview process and will vary based on multiple factors, including but not limited to prior experience, relevant expertise, current business needs, and market factors. The final salary or hourly wages offered may be outside of this range based on other reasons and individual circumstances. Additionally, salary or hourly wages may be only part of the total compensation package. The total compensation package for this position may also include a full range of medical, financial, and/or other benefits

(including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, the employee will be in an "at-will position" and the firm reserves the right to modify base salary (as well as any other discretionary payment or compensation or benefit program) at any time, including for reasons related to individual performance, firm or individual department/team performance, and market factors.

Morgan, Lewis & Bockius LLP is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value inclusion and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.

Pursuant to applicable state and municipal Fair Chance Laws and Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

California Applicants: Pursuant to the California Consumer Privacy Act, the following link contains the Firm's California Consumer Privacy Act Privacy Notice for Candidates which explains the categories of personal information that we collect and the purposes for which we use such personal information. CCPA Privacy Notice for Candidates

Morgan, Lewis & Bockius, LLP reasonably accommodates applicants and employees who need them to perform the essential functions of the job because of disability, religious belief, or other reason protected by applicable law. If you believe you need a reasonable accommodation during the application process, please contact Talent Acquisition at 888.534.5003 or talent.acquisition@morganlewis.com

If hired, your employment relationship with the firm will be on an "at-will" basis, meaning that the firm may modify the terms and conditions of your employment at any time, and that either you or the firm will be free to end the relationship at any time with or without cause and with or without advance notice, although reasonable notice would be expected.