



## Senior Research Specialist

**Department:** Research and Library Services

**Office:** Houston, Los Angeles, Orange County, Boston, New York, or Washington DC

**Report to:** Senior Research Services Manager

**Job Level:** P2 – Senior Specialist

**Status:** Non- Exempt

### To Apply

#### **Summary**

We strive to be enterprising, respectful, inclusive, insightful, and tenacious in every aspect of our business, including our interactions with clients, colleagues, and the communities where we have a presence. We rely on these core values to serve clients in key practice areas and industries – the pillars of Brown Rudnick: crisis management, which includes restructuring, investigations, and special situations; global litigation; life sciences; technology; and brand and reputation management.

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.

#### **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.

### **Who We Are**

Brown Rudnick is a leading international law firm that provides exceptional, client-driven service in global litigation, crisis management (restructuring, investigations and special situations), brand and reputation management, life sciences and technology. We advise on high-profile cross-border matters while providing the kind of personal attention to clients that is typically found at boutiques. Our enterprising and tenacious lawyers serve our clients around the globe from offices in key financial centers in the U.S. and the U.K., and have been recognized by, among others, Chambers & Partners, Legal 500, Benchmark Litigation and Law360 for excellence in their fields.

*Salary range based on experience level and location is estimated to be in the range of \$70,000-95,000.*

**Brown Rudnick LLP is an Equal Opportunity Employer**, committed to recruiting, developing, and advancing talented professionals from all backgrounds across the spectrum of diversity. All employees and applicants are evaluated on the basis of their qualifications, consistent with applicable state and federal laws, without regard to race, ethnicity, color, ancestry, religious beliefs, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity and/or expression, age, national origin, marital status, physical or mental disability, medical condition, genetic information, military or veteran status, or another protected characteristic, all as defined by applicable laws.