



## Senior Research and Intelligence Specialist

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### Posting Details

- - Posted on May 15, 2026

#### • Locations

Showing 1 location  
Atlanta, GA 30309, USA

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- On-site
- Legal Support
- Full-Time
- Requisition #: SENIO001573

### Description

At Polsinelli, *What a Law Firm Should Be* is not just our tagline, it is what we live every day. We strive to create an environment where our team members are encouraged to bring their creativity and professional passions into the workplace so that they can thrive. Are you a people person who has a keen eye for detail, thrives in a professional environment and wants to be part of a dynamic team? We have the perfect role for an engaging professional like you!

Polsinelli is hiring a Senior Research and Intelligence Specialist reporting to the Senior Manager of Library and Research Services. This position can be in one of the following offices: Atlanta, Chicago,

Dallas, Denver, Houston, Kansas City, Nashville, Philadelphia, Phoenix, Raleigh, Seattle, Los Angeles or St. Louis.

## CORE RESPONSIBILITIES

- Conduct comprehensive legal and non-legal reference and research using a wide array of electronic resources
- Deliver competitive intelligence research to attorneys, marketing and/or other professional staff in support of the firm's strategic, practice, and client-development needs
- Synthesize research findings clearly and effectively in written or verbal formats
- Assist in maintaining and enhancing the Library and Research Services intranet pages and related knowledge platforms
- Participate in orientation programs and deliver presentations for new attorneys, paralegals, and staff regarding research resources and best practices
- Create and manage current awareness tools, alerts, and newsletters
- Acquire requested materials through standard and non-standard procurement channels
- Administer and support database credentialing and access for firm users
- Promote library and research services across the firm and contribute to firmwide research initiatives
- Track research requests and record time spent on work in accordance with firm policy
- Support special projects and departmental initiatives as assigned

## REQUIREMENTS

- An M.L.S., M.L.I.S., M.I.S., or equivalent degree from an ALA-accredited institution
- 5+ years of experience in a law firm, professional services, or business research environment
- Demonstrated proficiency with major legal and business research platforms, including Westlaw, Lexis, Bloomberg Law, CapitalIQ, D&B, public records resources, and other specialized databases
- Must have a strong understanding of generative AI tools embedded in research platforms (CoCounsel, Westlaw, etc) and standalone tools such as OpenAI.
- Detail oriented with a commitment to providing high quality service
- Consistently excellent written and verbal communication skills. Dedication to accuracy, precision and diligence in all projects and tasks.
- Excellent analytical and organizational skills
- Ability to work both independently and as part of a collaborative team
- Ability to learn library systems and procedures
- Working knowledge of office procedures and standard applications, including Microsoft Office suite
- Ability to bend, stoop, reach, lift and carry/move books and other library materials weighing up to 25 lbs

The budgeted salary range for this position is \$90,000 - \$120,000. Actual initial salary may differ from this range and will be based on the relevant skills, training, experience, and other job-related factors, including the location where the position is filled.

As part of full-time employment associated with this position, Polsinelli PC offers the following benefits: Paid time off, sick time off, a referral program, medical insurance and benefits, dental insurance, vision insurance, life insurance, AD&D insurance, ID Theft insurance, long-term disability benefits, short-term disability benefits, Parking/Transit reimbursement (varies depending on location), 401(k) benefits, and employee assistance benefits.

*Polsinelli PC is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.*

Qualifications

## Behaviors

### Preferred

Team Player : Works well as a member of a group

Loyal : Shows firm and constant support to a cause

Detail Oriented : Capable of carrying out a given task with all details necessary to get the task done well

Dedicated : Devoted to a task or purpose with loyalty or integrity

## Motivations

### Preferred

Self-Starter : Inspired to perform without outside help

Flexibility : Inspired to perform well when granted the ability to set your own schedule and goals

Ability to Make an Impact : Inspired to perform well by the ability to contribute to the success of a project or the organization

## Education

### Required

Bachelor's or better.

Master's or better.

# Experience

## Required

5 years: Experience in a law firm, professional services, or business research environment.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.