



After opening its doors in Denver in 1968, Brownstein Hyatt Farber Schreck LLP has grown to 14 offices, 700+ employees with over 300 attorneys and policy professionals nationwide. With more than 55 years in the industry, building strong relationships is our priority, not only with our clients but within our teams and our communities. Do you seek camaraderie, collaboration and a challenge? If you're searching for a firm committed to creating strong relationships and a collaborative culture, we want you at Brownstein.

At Brownstein, clients get access to the top legal minds in the industry, powerful policy knowledge, and best-in-class business acumen to solve businesses' toughest challenges. Brownstein is a law and lobbying firm that has been making moves for more than 50 years to stay at the vanguard of its industry. You'll find this firm at the heart of many of the most important cases, the most significant deals, and the country's most pivotal legislation. Brownstein—we're all in. For more information, visit us at bhfs.com.

We are seeking a **Research Analyst** to join our Library Research team. While we are open to candidates based in any of our office locations, our preference is for this role to be based in our Denver office. This position will support the Mountain Time Zone and offers flexibility with a hybrid in-office/remote work arrangement. The Research Analyst will serve as the Colorado subject matter expert.

The Research Analyst works with other members of the Library Services Department to meet the information needs of attorneys and staff in all office locations, and reports to the Library Manager. The position is full-time, working 5 days per week. As a Research Analyst, you will provide research support to lawyers, paralegals, and all firm staff. You must be able to quickly evaluate all research inquiries to determine the best methods and resources necessary to complete each request. You will prioritize requests, analyze results, compile answers, and communicate research findings in a clear and concise manner.

Essential Duties and Responsibilities:

- Performs legal, general and business research for attorneys, paralegals and support staff, using a variety of electronic and print resources. This can include both quick and in-depth, complex case, statute, legislative history, IP, news, public records and company research. Knowledge of Colorado and natural resource law research is a plus.
- Showcase strong research skills including an ability to think critically about research tools, conduct cost-effective and efficient research, compile research results, summarize data, and communicate methodology and results clearly

- Analyzes legal and non-legal resources and communicates findings in a clear, concise manner.
- Identifies electronic resources on Firm's intranet and those in the print collection and develops research strategies for attorneys and other staff members.
- Provides assistance to users of both physical and electronic library resources.
- Assists with collection development by evaluating new digital resources and assessing attorney information needs and usage patterns.
- Conducts library orientations and assists in research training programs.
- Assists with development of documentation and training materials for library research and electronic resource instruction programs.
- Routinely bills time for reference/research.
- Manages distribution of electronic newsletters and ensures updating of titles in physical collections in office libraries.
- Assists in content upkeep for the library's intranet page.
- Participates in projects that increase the value of our research and information services to the Firm.
- Stays current with new and developing trends in research, technology and competitive intelligence.
- Travel to other offices as needed.
- Performs other special projects or duties as assigned.

Required and Preferred Qualifications:

- Master's degree in library/information science or JD.
- 2+ years related experience in a private law firm setting.
- Knowledge of legal materials and law firm experience preferred. Business and competitive intelligence research experience a plus.
- Demonstrate strong research skills and a deep understanding of research strategies.
- Competency with online research services such as Westlaw, Practical Law, Bloomberg Law, VitalLaw, PACER and HeinOnline.
- Responsive, service-oriented and able to manage multiple projects and deadlines.
- Ability to prioritize requests with a high level of competency, accuracy and attention to detail.
- Possess excellent written and verbal communication skills, including public speaking skills to facilitate presentations.
- Ability to think critically, solve complex problems and use discretion in handling confidential matters.

Compensation and Benefits: Brownstein Hyatt Farber Schreck offers a benefits package that includes medical, dental, vision, 401k + match, profit sharing, and vacation/sick/personal time off. Hybrid schedule offered. We are offering a wide annual salary range for this role, ranging from \$70,000 - \$95,000. Actual starting pay is determined by a number of factors, including relevant skills, qualifications, experience and location.

To Apply: [Please submit a cover letter and resume.](#)

Brownstein is an equal opportunity employer

Brownstein will make reasonable accommodations for qualified individuals with disabilities in compliance with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008, interpretive regulations and other authority, and applicable state laws.

While Brownstein does not discriminate on the basis of citizenship, the successful candidate must be legally authorized to work in the United States without requiring sponsorship of a work visa, or Brownstein assuming sponsorship of an existing work visa; including student visas with an OPT/CPT designation.