

**Job Posting:**  
**Research Specialist**

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**Orrick, Herrington & Sutcliffe LLP**

**Location: Any US Office**

**Job# 2119**

**Orrick** currently has an excellent opportunity for a **Research Specialist**. This position could be based in any of our **U.S. offices** and consideration given for **100% remote US locations**. The shift for this position will be 10:00 a.m. to 6:30 p.m. PST.

**Responsibilities:**

Provides extensive legal and non-legal research and support services to attorneys, paralegals, other internal departments and all levels of staff.

- Providing extensive legal, business and general research assistance using a wide variety of internal and external databases and resources.
- Performing electronic current awareness by initiating and monitoring alerts from various databases.
- Providing client development research support including conducting research on prospective clients.
- Participating in special projects as assigned by the Research Center Manager.
- Providing training and support to attorneys and other staff in the use of print and electronic resources and participating in orientation sessions.
- Working closely with practice area team members and maintaining strong relationships to meet knowledge needs and priorities.
- Participating in collection development activities including the evaluation of new databases, websites and print materials.
- Assisting with evaluating, selecting and maintaining the firm's intranet research collections.
- Maintaining personal professional knowledge by attending educational events, vendor trainings, reviewing professional publications, maintaining personal networks, and participating in professional societies.

**Qualifications:**

- Master's Degree in library/information science (from ALA accredited school).
- Three or more years of relevant law firm or corporate research experience.
- Corporate Transactions research experience is also preferred.
- Working knowledge of legal and business databases such as Lexis/LexisAdvance, WestlawNext and Bloomberg Law, as well as other major subject specific resources and specialty products, such as Thomson Innovation, Docket Navigator, Lex Machina, and other IP resources.
- Should possess effective communication skills, both written and oral, including the ability in interact with all levels of law firm personnel required.

## RESEARCH SPECIALIST (Continued)

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- High level of initiative and independent thinking required; ability to work effectively under pressure and to sort priorities with minimum level of direct supervision.
- Work history should demonstrate enthusiasm, flexibility, and a positive attitude.
- Proven track record of working in a collaborative environment.

**Who is Orrick?** Orrick is a global law firm focused on delivering innovative solutions for four sectors: Technology & Innovation, Energy & Infrastructure, Finance and Life Sciences & HealthTech. Founded more than 150 years ago in San Francisco, Orrick today has offices in 25+ markets. We are recognized globally for delivering the highest-quality legal advice and for our culture of innovation and collaboration.

### Compensation and Benefits

The expected salary range for this position:

- New York City, Silicon Valley, and San Francisco \$76,000 - \$121,000
- Washington DC, Los Angeles, Orange County, Santa Monica, Sacramento, Boston, and Seattle \$73,000 - \$115,000
- All Other US Locations \$71,000 - \$108,000

Orrick is committed to providing a comprehensive, competitive, and thoughtful total compensation package to our attorneys and staff, wherever they work. This compensation and benefits information is based on the Orrick's estimate as of the date of publication and may be modified in the future. The level of pay within the range will depend on a variety of job-related factors that may include, but not limited to, qualifications, relevant experience or education, particular skills or expertise, geography. Other compensation may include an annual discretionary merit bonus, which would be determined by Firm and individual performance.

We offer a full range of elective health benefits including medical, dental, vision and life; robust mental well-being programs; child, family, elder, and pet care benefits; short- and long-term disability and industry leading parental leave benefits, health savings account contributions (w/applicable medical plan), flexible spending accounts, and a 401K program. This role will receive compensated time off through our Paid Time Off program and paid holidays.

Please visit [www.orrick.com](http://www.orrick.com) for more information about the firm.

**How to Apply:** If you are searching for a chance to create an impact, you have a little grit and you love working with a team, we want to talk with you. To submit your resume and cover letter for this position, please visit our Staff and Paralegal Opportunities Listings at [www.orrick.com/Careers](http://www.orrick.com/Careers).

*We are an Equal Opportunity Employer.*

*Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from consideration.*

*Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring*