



Knowledge and Research Services Manager

O'Melveny is looking for a dynamic and proactive Knowledge & Research Services Manager to join our team in one of our West Coast or Texas offices. This position manages all aspects of legal research and library services for assigned office(s), ensuring attorneys, paralegals, and business professionals receive timely, high-quality research support aligned with client and firmwide needs. The role leads a team of Research Analysts, oversees the evaluation and deployment of electronic and AI-assisted research resources, and serves as a strategic advisor on research tools, workflows, and knowledge management. The position also fulfills research requests submitted through the firm's virtual research system from users firmwide.

The salary range for this role in CA is \$130,000 - \$170,000 and represents the firm's good faith minimum and maximum range for this role at the time of posting. The actual compensation offered to a candidate will be dependent on a variety of factors including, but not limited to, the candidate's experience, qualifications, and location.

Note that this position works Pacific time zone hours. 9:30- 6 pm PT. Fully remote option is available.

Responsibilities:

Responsible for the effective performance of all knowledge and research services within assigned office(s).

Supervise Research Analysts and provide ongoing professional development and support.

Provides excellent customer-focused research services to attorneys and staff, encompassing corporate filings, transaction lists, data and precedents, company and competitive intelligence, biographical materials, regulatory materials, secondary discussions of cases, statutes, rules, accounting materials, docket filings, expert witness materials, litigation analytics and other topics as submitted to our virtual research system.

Advise attorneys and business professionals on the effective use of AI-assisted research tools (e.g., Westlaw Deep Research, Lexis Protégé, Harvey AI, Microsoft Copilot); evaluate and validate AI-generated research outputs to ensure accuracy and professional responsibility compliance.

Monitors legal, regulatory, legislative, patent, and industry developments using alerting platforms to deliver proactive current awareness to attorneys and practice groups.
Collaborates with Electronic Resources team to test, evaluate, and make acquisition recommendations on new electronic products and platforms.
Works with Senior Knowledge Services Manager to meet office budget requirements.
Coordinates technical services operations including invoice processing, new resource onboarding, and coordination with vendors on access and troubleshooting.
Performs other duties and responsibilities as assigned.

Requirements

JD, MLS, or MLIS required.
Six years of research experience in a legal environment is preferred.
Supervisory experience preferred.
Ability to provide excellent client service and work as a team with other KRS staff to develop and implement new technologies and innovations.
Expertise with standard legal resources, such as Lexis, Westlaw, Bloomberg Law, WK Vital Law, Pacer and other related subscription services.
Ability to work under time constraints and in a high-pressure environment.
Excellent written and verbal communication skills, with attention to accuracy and detail.
Strong organization skills, adept at multi-tasking and prioritization.
Availability to address urgent staffing needs that arise after hours and occasional weekends or holidays.

Apply at www.omm.com.