



Senior Legal Research Analyst; Paul Hastings LLP Los Angeles, California, United States

Job Type Full-Time Primary Role Other +12 (Remote)

Required Travel: None

Paul Hastings is a leading international law firm that provides innovative legal solutions to many of the world's top financial institutions and Fortune Global 500 companies. With a strong presence throughout the U.S., Asia, Europe, Latin America, and the Middle East, we have the global reach and extensive capabilities to provide personalized service wherever our clients' needs take us. As one of the world's leading law firms, we seek dynamic individuals who share our commitment to service, innovation, and professional growth.

We have an opening for a Senior Legal Research Analyst. The Senior Legal Research Analyst provides legal and business research and reference assistance to the Attorneys and Staff, and reports to the Manager, Research/Senior Manager Research/Director, Research.

In this capacity, the Senior Legal Research Analyst will: Train and mentor junior researchers; Under the direction of the Manager, Research, lead and manage long-term legal research projects, ensuring timely delivery of high-quality work while maintaining a professional, organized, and detail-oriented approach;

Work with Manager, Research to develop and provide internal training related to research skills, research platforms, and skills related to Generative AI prompting;

Provide reference, research and support to other Legal Research Analysts, Attorneys, and Staff in a timely and efficient manner.

Where applicable, provides in-depth analysis and summarization of results. Bills time to client/matters as appropriate; Provide consultative research and reference support advising lawyers on the optimal strategy and source selection to obtain most authoritative and cost-effective results.

Bills time to client/matters as appropriate; Perform in-depth legal, corporate, financial and/or general research for lawyers, staff, and clients by utilizing the appropriate mix of the firm's wide range of external and internal legal, business, and news resources Collaborate as necessary with other members of the Practice Management Department and the Practice Innovation & Legal Solutions Department on projects and with the Firm's other departments and teams; Assist in the dissemination and organization of information obtained in print and electronic resources/databases; Presents and packages research findings clearly and concisely; Monitor daily news, legislative and regulatory developments as required; Deliver research training to attorneys and staff and assist in the development of new research and reference offerings; Stay abreast of latest research resources, technologies and search techniques. Keep department leadership informed of potential additions and/or enhancements to research services; Participate in team

initiatives to promote research resources, tools, and services; Work beyond scheduled hours as required; and Handle additional related projects as assigned.

Proficiencies: Expert-level knowledge in English language skills, including punctuation, spelling, grammar, and writing skills; Mastery in Lexis, Westlaw, Bloomberg and a wide range of other standard and specialized legal and business research platforms; Demonstrated expertise in generative AI prompting and a strong understanding of AI tools and technologies, with the ability to develop effective prompts and leverage generative AI to enhance legal research, analysis, and workflow efficiency while maintaining accuracy, confidentiality, and professional judgment; Expert proficiency in Microsoft Office applications such as Microsoft Outlook, Excel and Word, Adobe Acrobat and other common legal systems; the ability to quickly learn and apply new technologies and workflows; and the ability to type 60 WPM; Exceptional command of verbal and written communication, with the ability to convey complex information clearly and persuasively to diverse audiences; superior interpersonal acumen and a demonstrated commitment to producing precise, high-caliber work product; proven ability to deliver an elevated standard of client service that anticipates needs and exceeds expectations; advanced proficiency in office operations, administrative protocols, and professional communication standards; Motivated and proactive individuals with the ability to work on a collaborative, service-oriented team; and to work independently, initiating and carrying projects through to completion; Mastery-level organizational skills, with a demonstrated capacity to design and optimize complex workflows, manage competing priorities with strategic precision, and maintain impeccable attention to detail under demanding timelines; Fundamental knowledge of legal and business research resources employed by global law firms (preferred); Proficient in online research and legal databases; and Knowledge of database structure and theory.

Qualifications: At least 5+ years of experience providing reference and research, preferably in a law or business library; and Advanced degree (MLS, MLIS) in library science, library information science or related field (required); JD a plus.

The salary wage range for Boston that we expect to pay for this position is a minimum of \$101,500 and a maximum of \$130,000 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for Palo Alto that we expect to pay for this position is a minimum of \$101,500 and a maximum of \$130,000 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for San Francisco that we expect to pay for this position is a minimum of \$101,500 and a maximum of \$130,000 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for Washington, DC that we expect to pay for this position is a minimum of \$95,300 and a maximum of \$123,800 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for Los Angeles that we expect to pay for this position is a minimum of \$95,300 and a maximum of \$123,800 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for Orange County that we expect to pay for this position is a minimum of \$95,300 and a maximum of \$123,800 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for San Diego that we expect to pay for this position is a minimum of \$91,200 and a maximum of \$118,400 annually. The actual pay wage may vary based on experience or other relevant factors. The salary wage range for New York that we expect to pay for this position is a minimum of \$101,500 and a maximum of

\$130,000 annually. The actual pay wage may vary based on experience or other relevant factors. Employees will be provided with an excellent career opportunity in a collaborative environment, in addition to a generous total compensation package with the opportunity to earn bonuses based on individual contribution and firm profitability. The actual salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job. This role is exempt meaning it is not overtime pay eligible.

Eligible employees can participate in the Firm's comprehensive benefits program, which include the following: Medical, Dental, Vision, Life/AD&D, Long Term Care, and Short- and Long-Term Disability Flexible Spending Accounts and Health Savings Account Healthcare Concierge and Advocacy Lifestyle Spending Account Voluntary 401(k) Plan and Profit Sharing 10 Paid Holidays per year and a generous PTO Program Family Support including Paid Parental Leave, Fertility Benefits, Breast Milk Shipping, Back-up Child Care, Elder Care, and Tutoring Wellbeing programs (Employee Assistance Program, Relationship Support, Mental Health, Menopause and Midlife Health and Well-Being Events) Retirement Plan Consulting Anniversary Bonus Program Professional Development Programs Transportation and Commuter Benefits International Travel Insurance Critical Illness, Hospital Indemnity and Accident Insurance Auto/Home/Pet Insurance Prepaid Legal Insurance Employee Discounts And More!

The Firm fosters an open and inclusive work environment that enables us to provide clients with the innovative thinking of teams rich in talent, experience and creativity. We regularly host programs intended to increase cultural competencies and address key topics related to community, opportunity and inclusion. Learn more about our Global Inclusion initiatives here: [Global Inclusion](#) Paul Hastings is an equal opportunity employer. Pursuant to applicable local law, we will consider qualified applicants with criminal histories in a manner consistent with the requirements of the relevant fair chance ordinance. With respect to candidates for employment in Massachusetts, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Although Paul Hastings does not use a lie detector test in its typical application process, an employer who violates this law shall be subject to criminal penalties and civil liability.

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