

Dentons, Atlanta, GA

Research Specialist

The Firm is currently recruiting for a full-time Research Specialist for the Atlanta office. This position manages the Atlanta office collection and performs in-depth legal research, and other legal, business and competitive intelligence research support as needed to support the lawyers, paralegals and other staff.

Responsibilities

- Provide complex business and legal research services to the firm's lawyers and staff as part of the firm-wide research team.
- Manage the operation and maintenance of the office's print collection. Oversee the research assistant and filer in the Atlanta office.
- Assist lawyers, professionals and support staff across the US offices in conducting research using online and other research materials and technologies available at the Firm.
- Prepare alerts and resource awareness communications for internal clients.
- Conduct orientations regarding research services procedures and uses for new personnel. Assist with the Department's outreach goals.
- Share expertise, resources awareness and service delivery best practices and innovation concepts with Department peers.
- Support information access and decision making tools analysis, design, implementation and support initiatives of the Firm's Knowledge Management Department.
- Log research and other productive time in the Firm's research tracking and knowledge base system.
- Other duties as assigned to fully meet the requirements of the position.

Experience & Qualifications

- 3+ years of research and analysis experience in a law firm, professional services, or corporate law firm research environment.
- Masters of Library Science degree, J.D., or equivalent professional experience.
- Knowledge of standard legal research sources both in print and online.
- Strong client and team interpersonal and consensus generating collaboration skills.
- Excellent oral and written communications skills.
- Ability to manage multiple assignments simultaneously, perform under tight time deadlines and flexibly adjust to changing priorities.
- Background or expertise in any of the following areas a plus: web portal design, data analytics, patent law, or real estate law.

Dentons offers a competitive salary and benefits package.

*We are an Equal Opportunity Employer of Individuals with Disabilities and Protected Veterans.
We are an Affirmative Action Employer Pursuant to local ordinances, we will consider for
employment qualified applicants with arrest and conviction records.*

About Dentons

Dentons is the world's largest law firm, delivering quality and value to clients around the globe. Dentons is a leader on the Acritas Global Elite Brand Index, a BTI Client Service 30 Award winner and recognized by prominent business and legal publications for its innovations in client service, including founding Nextlaw Labs and the Nextlaw Referral Network. Dentons' polycentric approach and world-class talent challenge the status quo to advance client interests in the communities in which we live and work. www.dentons.com.

To apply, go to

https://psoft9gw.us.dentons.com/psp/SNRHPRD9/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=2172&SiteId=1&PostingSeq=1.