

Research Specialist

Nelson Mullins

Responsibilities

Nelson Mullins, an AmLaw 100 law firm, seeks a **Research Specialist** with 3-5 years of experience to work in one of our following locations: Atlanta, GA; Baltimore, MD; Charlotte, NC; Greenville, SC; or Raleigh, NC.

The Research Specialist is responsible for providing research services involving legal, business, and general information research to attorneys and staff firm-wide firm using traditional and online resources. The RS is also required to provide training and awareness of research resources. The position reports to the Manager of Library and Research Services

Essential Functions

- Conducts in-depth legal and business research individually and as a team member for attorneys, paralegals and staff across all offices of the Firm.
- Assists in orientation of new attorneys to library services, procedures and policies.
- Oversees administration of library operations in assigned offices
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Creates and delivers professional-quality research education sessions for lawyers and staff on a regular basis.
- Assists with evaluating new and updated versions of information resources, online and print sources, and recommends beneficial information sources for the Firm.
- Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others.
- Uses workflow software for the recording and reporting of research requests.
- Collaborates with team members on special projects.

Qualifications

Education: M.L.S. or J.D. from accredited institution and equivalent experience considered.

Experience: Working knowledge of corporate/law firm environment is preferred. Preference also for candidates with litigation, corporate /securities research experience and preparing competitive intelligence reports.

Skills: Proficiency with searching Lexis Advance, Westlaw Next, Bloomberg Law, CCH Cheetah, Pacer, Marketline Advantage, MonitorSuite, Accurint and MS Office applications. Excellent communication and interpersonal skills, as well as the ability to work with individuals at all organizational levels. Superior analytical, troubleshooting, organizational, and planning skills. Must be flexible and able to effectively manage multiple priorities, and adapt to constantly changing priorities.

To apply, go to <https://careers-nelsonmullins.icims.com/jobs/1784/research-specialist/job>.