

## Research Specialist

Orrick, Herrington & Sutcliffe LLP

Orrick currently has an excellent opportunity for a **Research Specialist** in the **Sacramento, CA** or **Wheeling, WV** office.

Are you looking for a challenging and significant way to contribute the success of a firm? Do you have a Masters degree in library or information science and three or more years of law firm or corporate research experience? If so, this may be your dream job! As a Research Specialist at Orrick, you will provide extensive legal and non-legal research and support services to attorneys, paralegals, BD, and all levels of staff. Bringing business research or competitive intelligence experience to this position is strongly desired, in addition to, significant substantive knowledge and specialization in your area of expertise. This opportunity will allow you to work closely with practice area team members and build positive relationships throughout the firm. In this role, you will:

- Perform a wide array of tasks, including but not limited to providing extensive legal, business and general research assistance.
- Initiate and monitor alerts from various databases and provide client development research support.
- Conduct industry specific research including complex SEC filings searches, M&A and public offering transaction screens and emerging and venture-backed company research.
- Maintain internal datasets for business development outreach and tracking purposes and support attorneys and staff by providing training on the use of print and electronic resources.
- Build curated newsletters covering various industries, practice areas, and breaking legal topics and industry trends.
- Assist with literature searches for attorney presentations and written articles.
- Participate in collection development activities including the evaluation of new databases, websites and print materials.
- Assist with evaluating, selecting and maintaining the firm's intranet research collections.

Participate in opportunities to maintain your personal professional knowledge from attending educational events to participating in professional societies.

For more information and to submit your resume and cover letter for this position, please visit our Paralegal and Professional Staff listing at [www.orrick.com/careers/](http://www.orrick.com/careers/).

More specific link:

<https://www.orrick.com/Careers/Paralegals%20and%20Staff/Job%20Listings/2018/05/199527>

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

### **Additional Knowledge and Experience**

- You should have a working knowledge of legal and business databases such as Lexis Advance, Westlaw and Bloomberg Law, as well as other major subject specific resources and specialty products, such as Capital IQ, PitchBook, CB Insights and other business resources.
- You will possess effective communication skills, both written and oral, including the ability to interact with all levels of personnel within a law firm.
- In this role, you will demonstrate a high level of initiative and independent thinking; plus the ability to work effectively under pressure and to sort priorities with minimum level of direct supervision.
- Ability to work Noon - 9 PM ET shift if located in Wheeling, WV or 9:30 - 6:30 PM PT if located in Sacramento office.

And finally, we are looking for someone who will demonstrate enthusiasm, flexibility, and a positive attitude and has a consistent track record of working in a collaborative environment.

#### About Orrick, Herrington & Sutcliffe LLP

Orrick is once again a Fortune 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures. Selected among hundreds of companies that Fortune considered this year, Orrick is one of only five law firms to make the 2018 list. Orrick is a leading global law firm with a particular focus on serving companies in the technology, energy and financial sectors. We are recognized worldwide for delivering the highest-quality, legal advice and for our culture of innovation and collaboration. Our formula for success is simple—we provide the highest quality service to our clients and we hire the brightest and most talented individuals at every level. As an employer of choice we will provide our employees with challenging work, training opportunities, team oriented culture, and the opportunity to work with the best talent in the legal profession.