Research Analyst
Nixon Peabody LLP – Multiple Locations including Washington, DC

Job Description:
The Research Analyst will assist in due diligence and background investigations on entities and individuals relating to litigation matters, prospective business transactions, or third party relationships.

A career at Nixon Peabody is the opportunity to do work that matters. It’s the chance to use your knowledge to shape what’s ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking.

We’ve created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

At Nixon Peabody, our priority is to attract, retain and promote talented individuals who have an array of racial, ethnic, social, economic, religious, professional, personal, and other backgrounds. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply.

If you’re someone who’s looking toward the future, we’d love to hear from you.

Location: Boston; Chicago; New York City; Rochester; San Francisco; or Washington, DC

To Apply: Please create an application for Job ID 2846 (Research Analyst) at our website: www.nixonpeabody.com/careers

Responsibilities:
- Conduct thorough background searches using electronic databases such as Lexis, Westlaw, Courtlink and Accurint, public records websites, Pacer, Edgar, and other sources to locate relevant information on designated individuals and companies.
- Analyze material to identify relevant data points and connect findings among multiple parties and companies.
- Maintain strict privacy and confidentiality requirements regarding research targets and findings.
- Assist in training other Library staff on investigative research techniques.
- Provide presentations to attorneys to increase awareness of Library investigative capabilities.
- Handle a high volume of research requests from attorneys in multiple offices and practice areas.
- Gather, filter and present a summary of research findings to attorneys and management to facilitate decision making and business planning.
• As part of the firm-wide Library & Research Services Team, collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys.
• Participate in expanding and/or improving research and information services, procedures and practices and other Library & Research Services special projects as requested.
• Remain current in research techniques and available resources relevant to providing high quality research and information services. Continue professional development through various firm and association sponsored activities.
• Perform other duties as assigned

Job Requirements:
• 4-7 years of professional experience in a legal, corporate or professional services setting conducting investigative research using both print and online resources.
• Master of Library Science or Bachelor’s degree with investigative focus required. Combination of education in a research-intensive field with relevant work experience will be considered.
• Experience with legal and business investigative research processes and resources.
• Analytical and critical thinking skills to be able to identify relevant information.
• Ability to look beyond the obvious, being inquisitive and diligent.
• Proficient at filtering large amounts of data and summarizing information into relevant findings.
• Able to manage multiple projects with competing deadlines, completing tasks in an accurate and timely manner.
• Capable of working in a fast paced environment under tight deadlines.
• Demonstrated commitment to being a proactive service provider and providing service in a professional and confidential manner.
• Self-motivated, detail oriented and organized with the ability to work independently and collaboratively.
• Strong interpersonal skills.
• Excellent technology skills.

Nixon Peabody LLP is an Equal Opportunity / Affirmative Action Employer: Disability / Female / Gender Identity / Minority / Sexual Orientation / Veteran. Pursuant to the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative, we will consider for employment qualified applicants with arrest and conviction records.