Research Analyst
Steptoe & Johnson LLP – Washington, DC

Steptoe, an Am Law 100 firm, is seeking an experienced researcher to join its Research & Information Services Department in the DC office. This position will be responsible for providing sophisticated research and reference services to support the firm’s attorneys and staff. Expertise with legal research (statutory, regulatory and case law) and non-legal research is required. The Research Analyst will be responsible for analyzing and summarizing findings and delivering well targeted results. The Analyst will also be engaged in current awareness and monitoring; training programs; and knowledge initiatives. Candidates must demonstrate mastery with legal information sources, including Lexis, Westlaw, Bloomberg, docketing services and legal analytics. Proficiency with Microsoft Office applications is required. Minimum qualifications for this position include previous legal research experience, and a JD or MLS (both degrees are preferred), strong writing skills and a commitment to customer service. Some weekend or evening hours may be required.

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