Reference & Research Specialist
Wilson Sonsini Goodrich & Rosati – Multiple locations including Washington, DC
Closing Date: March 1, 2020

Wilson Sonsini Goodrich & Rosati is the premier legal advisor to technology, life sciences, and other growth enterprises worldwide. We represent companies at every stage of development, from entrepreneurial start-ups to multibillion-dollar global corporations, as well as the venture firms, private equity firms, and investment banks that finance and advise them. The firm has approximately 900 attorneys in 16 offices: 11 in the U.S., three in China, and two in Europe. Our broad spectrum of practices and entrepreneurial spirit allow our staff exceptional opportunities for professional achievement and career growth.

The Research & Reference Specialist will provide onsite and remote legal and non-legal research services for attorneys and staff on a time critical basis. Ability to work with traditional and online resources to effectively answer research requests and collaborate with colleagues on research projects. Coordinate training/orientation sessions, special projects and other duties as required.

Must be adept at communicating research findings in a clear and concise manner, conducting on-demand training in the use of print or electronic resources and anticipating attorneys’ interests by providing proactive outreach on new resource(s) or service(s) of interest. Expected to conduct industry specific research including complex SEC filings searches, M&A and public offering transaction screens, emerging and venture-backed company research and patent research.

Maintain proficiency in Firm technologies including document management system, password and research management tools and other applications.

This position reports to the Research & Information Manager, and, depending on the level of experience of the candidate, could be based in our Palo Alto, New York, Washington D.C., Seattle or Los Angeles office locations.

Requirements:
• Strong interpersonal skills and the ability to work under pressure
• Effective problem solving and analytical skills
• Knowledge of library operations
• Legal research experience in areas including corporate, securities, and intellectual property law
• Strong prioritization and time management skills
- Dedication to keeping abreast of new developments in research services and resource trends in the legal industry
- Ability to promote the library by maintaining a professional, service-oriented attitude and keeping current on the needs and trends of the firm
- Demonstrated knowledge of library print resources as well as online resources including but not limited to WestlawNext, Lexis Advance, Bloomberg, Bloomberg Law, Capital IQ, Cheetah, Accurint, Intelligize, Lex Machina and Docket Navigator
- Ability to quickly learn and use and evaluate new resources for use in the library and specific practice groups
- Strong verbal and written communication skills
- Ability to work independently as well as collaboratively with a high degree of initiative
- Good interpersonal skills necessary to interact regularly with attorneys and staff
- Strong service orientation and ability to work with teams
- Ability to prioritize requests, work quickly and efficiently and rearrange priorities as workload dictates

**Education/Experience:**

- MLS/MLIS or JD preferred; equivalent experience considered
- At least three years of professional reference experience in a business or large law firm library

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Contact Info:

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