

CURRENT JOB OPENINGS FOR THE WEEK OF 05/01/2017

Title:	RESEARCH ANALYST			#Positions Available	<u>2</u>	
Salary Range	\$65,000	To	\$75,000	Hour	Annual	<u>X</u>
Full time	<input checked="" type="checkbox"/>	Part-time		Required Education	Degree	<u>Required</u>
<p>Arnold & Porter Kaye Scholer is looking for two Research Analysts to work as part an energetic, creative and service orientated team. The Research Analyst is primarily responsible for responding to reference and research requests from attorneys, legal assistants and administrative personnel firm-wide and also assists with current awareness monitoring, collection development and other department activities. This position can be located in the Los Angeles office or Tallahassee Operations Center.</p> <p>Applicants should submit a resume, cover letter and writing sample.</p> <p>Major responsibilities include:</p> <ul style="list-style-type: none"> • Performing legal, business and scientific reference and research using a variety of free and fee-based databases and web sites. • Handling document delivery and interlibrary loans. • Helping patrons use the resources. • Assisting with current awareness services by developing requests and monitoring results. • Participating in collection development activities, reviewing products and recommending changes to the collection. • Contributing to the development of content for the intranet. <p>Qualifications:</p> <ul style="list-style-type: none"> • MLS or equivalent from an ALA accredited school. • Two plus years recent, professional level legal and business research experience, preferably in a law firm or other similar environment. • Demonstrated ability to use a wide range of print and online resources, including Westlaw, LexisAdvance, Law 360, Wolters Kluwer, Bloomberg BNA, and other digital tools in a cost-effective manner.< • Comfortable using Microsoft Office applications, especially Word, Outlook and Excel. • Strong client service skills. • Ability to work independently and as part of a team, prioritizing multiple projects and assignments. • Ability to analyze, cull and summarize search results. • Excellent oral and written communication skills. • Flexibility to work additional hours as necessary. <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Arnold & Porter Kaye Scholer LLP is an EO Employer - M/F/Veteran/Disability</p>						