

# Research Attorney

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Answer in-depth reference questions in a wide range of practice areas.
- Compile and maintain practice specific Pathfinders to assist other in locating available research tools.
- Conduct training classes on legal research strategies and resources.
- Compile due diligence reports on companies involving assets, liabilities, history, and lawsuits filed against companies.
- Do a variety of background checks on individuals covering assets, bankruptcies, criminal history, lawsuits, etc.
- Compile legislative history reports on Texas state legislation and regulations, and occasionally Federal legislation and regulations.
- Compile jury verdicts involving a variety of topics, both in state and federal courts.
- Search for newspaper articles on a variety of topics and subjects, both legal and non-legal.
- Locate scientific articles and papers for the patent attorneys.
- Pull case law and statutes cited in briefs for attorneys, paralegals, and secretaries.
- Compile information for attorneys' CLE presentations, speeches, or articles.
- Verify current contact information on people and companies.
- Assist with any special client development projects for attorneys and for the marketing department.
- Locate court documents from all state and federal jurisdictions, using the best sources available to obtain original court documents.
- Locate information on expert witnesses, including resumes, pertinent trial experience, and any published articles or papers.
- Work on any special projects assigned the Chief Knowledge Services Officer.

## KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Undergraduate college degree, JD from an ABA accredited law school and active member of the Texas Bar Association. Three years of experience in a law firm, or equivalent environment, and Masters in Library and Information Science preferred.
- Ability to use legal online research tools, including Westlaw, Lexis, BloombergLaw, and PACER and State Docket Systems.
- Ability to read and write in order to proof and perform editing (e.g., punctuation, grammar, spelling) of routine law office correspondence and legal case matters. Perform non-complex arithmetic calculations when verifying calculations on forms and documents; maintain records and filing systems at a level normally acquired through completion of high school or equivalent.
- Ability to use Microsoft Word and Excel competently.



- Library catalog and internet/fee-based research experience preferred.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to proofread typed material for grammatical, typographical or spelling errors.
- Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of clients, attorneys and staff to provide information in a professional manner.
- Interpersonal skills necessary to communicate in person, by e-mail and telephone to provide information in a professional manner.
- The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

