Legal Research Specialist
DTI
Atlanta, GA
Part Time

Job Description: DTI is the nation's largest independent provider of e-discovery, managed document review, facilities management and knowledge process outsourcing. DTI serves the nation's leading law firms and Fortune 500 corporations through its 28 highly secure service centers located in major cities across the United States.

We believe that we have achieved this success by providing our customers the highest level of quality and service. This reputation for quality and performance rests 100% on the efforts of our employees. In order to continue our growth and success, we must constantly look to add high-caliber individuals to our team. If you have a "can do" attitude, together with a "client first" set of priorities, we guarantee that we have an opportunity for you.

DTI is seeking candidates for the position of Legal Research Specialist.

Job Summary: We are seeking experienced Legal Research Specialists to provide expert research in support of our law firm clients. The role involves use of online databases to provide timely and cost-effective responses to our clients. This is a part-time position and will be located in our Atlanta facility located at 2 Ravinia Drive. Researcher would need to cover "West Coast hours," from 11am-8pm Eastern Time, three days per week or 2 - 7pm five days per week. Specific timing to be decided.

Responsibilities:

- Provides expert research assistance to attorneys, legal assistants, business development and conflicts and library staff across practice areas in a timely and effective manner using various electronic resources
- Where applicable, provides in-depth analysis and summarization of results
- Utilizes administrative tools to manage workflow and bills time to client/matters as appropriate business research and analysis - including potentially covering and responding to research requests in Client's centralized outlook mailbox.
- Project management - Participate in or manage large research projects that require coordinating with other staff members to collect information from multiple resources and pull it all together.
- Investigative research - Creation of customized deliverables similar to due diligence research or in-depth background checks. Focus would be on client-related work and researcher would need to have an understanding of and facility with public records for the purposes of conducting background checks, including criminal, and asset searches - beyond running an Accurint or Diligence reports.
- Demonstrates an expert level of proficiency in primary database usage, search strategy and syntax, and licensing restrictions.
- Potential to focus on particular practice areas, administrative departments, subject or topic areas as required.
• Displays professionalism, quality service and a "can do" attitude via electronic and phone correspondence.

**Required Experience:**

• A minimum of 3 years of legal research and reference experience
• Experience in a large law firm or comparable environment preferred
• Advanced knowledge of legal and business electronic resources and databases, including Lexis Nexis and Westlaw
• Advanced knowledge of research and retrieval strategies
• Ability to work quickly, and with great attention to detail
• Good interpersonal skills and ability to communicate clearly and effectively.
• Excellent organizational skills
• Comfortable working within defined service levels/response times
• Strong customer service orientation
• Education: BA/BS required. Paralegal, JD, MLS or MLIS preferred but practical experience providing research services within a law firm setting is most important.

**Ideal qualifications:** Practical experience providing research services within a law firm setting is most important. Partial to candidates with a MLS degree, but research experience is most important.

**Scope of work:**

• Provision of on-demand legal, business and other non-legal research to lawyers, paralegals and administrative staff including:
• Business research and analysis - including potentially covering and responding to research requests in Client's centralized outlook mailbox
• Project management - Participate in or manage large research projects that require coordinating with other staff members to collect information from multiple resources and pull it all together
• Investigative research - Creation of customized deliverables similar to due diligence research or in-depth background checks. Focus would be on client-related work and researcher would need to have an understanding of and facility with public records for the purposes of conducting background checks, including criminal, and asset searches - beyond running an Accurint or Diligence reports

**Availability and coverage:**

Researcher would need to cover "West Coast hours," from 11am-8pm Eastern Time, three days per week or 2 - 7pm five days per week. Specific days to be decided.
**Ideal qualifications:** Practical experience providing research services within a law firm setting is most important. Partial to candidates with a MLS degree, but research experience is most important

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