

Research Services Lead

PeopleSoft Job Code / Title: 7137 / Research Services Lead
Department / Subdepartment: Technology & Information Services / Research Services
Organizational Relationship: Reports to Level 5 or higher
FLSA Status: Exempt
UCM Level: Level 4
Last Updated: 4.2.25

Department / Subdepartment Overview

The Research Services professionals provide comprehensive legal, business, and industry information research to attorneys and staff, develop research resources collection, monitor current developments, and provide training on research resources and strategy.

Role Overview

The Research Services Lead is responsible for conducting and leading a wide range of legal and non-legal research and analysis for attorneys and business services staff using a variety of research tools. This role leads department training and awareness activities. The lead facilitates skills development and acts as a coach for more junior members of the Research Services team.

Essential Duties and Key Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Conducts complex legal and non-legal research; manages large projects; synthesizes and analyzes results for relevancy and responsiveness to the specific research request
2. Monitors business, industry, and legal news sources for developments regarding clients, industries, and practice areas; utilizes aggregator platforms to assemble relevant results for distribution to attorneys and business services staff
3. Leads department training and awareness activities
4. Shares knowledge and experience with colleagues, facilitates research services staff professional growth, and leads monthly departmental calls
5. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Expert legal and non-legal research knowledge and skills
- Ability to lead effective department training for attorneys, departmental colleagues, and other business services staff
- Superior communication skills, ability to work as a team player and manage time well, prioritize effectively, and handle multiple deadlines

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of five years' relevant professional experience preferred
- Typical years of cumulative experience: a minimum of five years

Education

- Bachelor's degree or equivalent required
- Master's degree or J.D. preferred

Working Conditions and Physical Demands

- Push, pull, and carry up to 15 pounds
- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.