

Research & Knowledge Supervisor

Washington, D.C.

Job Summary

Skadden is seeking a Research & Knowledge Supervisor to join our Research & Knowledge Services team in the Washington, D.C. office. As a member of Skadden's professional staff, the Research & Knowledge Supervisor will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS:

- Supervises the daily activities of the Washington, DC office R&KS professional staff both in the office and remotely.
- Provides cost effective research services using databases, print sources, and outside sources.
- Contributes to development and organization of research materials in the R&KS department.
- Evaluates new and updated versions of online and print information resources.
- Perfects research skills using online and print sources, incorporating new technology.
- Develops information network within and outside the Firm.
- Monitors requests during off hours and coordinates with professional staff in all offices to complete pending requests.
- Uses workflow software for the distribution and recording of research and KM requests.
- Educates attorneys and professional staff about R&KS department services.
- Conducts department orientation for new and lateral attorneys.
- Works with Knowledge Strategy Counsel to select, maintain and update content for practice area websites.
- Keeps attorneys aware of new developments in their practice areas.

- Coordinates the payment of invoices for products and services for the Washington, DC R&KS operations. Assists Manager in developing and monitoring the department budget.
- Ensures current knowledge of Firm policies and practices for professional staff, current knowledge of industry trends, and continued professional development for professional staff.
- Ensures appropriate professional staffing levels for R&KS department. Participates in the interviewing, selection and training process for department professional staff on industry-specific and department processes.
- Recommends and implements changes and improvements in methods and procedures for higher level management.
- Monitors professional staff time, attendance, and expense reports to ensure accuracy and compliance with Firm policies.
- Recommends and participates in disciplinary procedures in collaboration with the department Manager and Human Resources.
- Effectively utilizes the Firm's performance management process to communicate performance expectations, monitor performance, coach employees, and manage unsatisfactory performance.
- Effectively addresses and resolves work-related problems and/or conflicts that arise among the-department professional staff.
- Communicates departmental guidelines and procedures.
- Performs other related duties as assigned.

Qualifications

- Current knowledge of research and KM best practices, trends and techniques.
- Thorough understanding of legal, business and related information sources.
- Expertise using online research systems including: Deal Point Data, Securities Mosaic, ThomsonOne, LexisNexis, Westlaw Edge, Bloomberg Law, Cheetah, Intelligize, Fastcase, PLI, etc.
- Working knowledge of integrated library systems.
- Proven ability to use web page authoring tools.
- Ability to effectively supervise others and employ coaching and problem-solving techniques.
- Ability to administer Firm policies and procedures.
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.

- Flexibility to adjust hours and work the hours necessary to meet operating and business needs.

Experience/Education

- Master's Degree in Library Science or an equivalent combination of education and experience.
- Minimum of six years related experience in a legal or corporate information center with a minimum of two years supervisory or leadership experience.

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EEO Statement

Skadden is an Equal Opportunity Employer. It adheres to an equal employment opportunity policy that prohibits discriminatory practices or harassment against applicants or employees based on any legally impermissible factor including, but not necessarily limited to, race, color, religion, creed, sex, national origin, ancestry, age, alienage or citizenship status, marital or familial status, domestic partnership status, caregiver status, sexual orientation, gender, gender identity or expression, change of sex or transgender status, genetic information, medical condition, pregnancy, childbirth or related medical conditions, sexual and reproductive health decisions, disability (where the applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), any protected military or veteran status, or status as a victim of domestic or dating violence, sexual assault or offense, or stalking.

If you are having technical issues applying for a position, please contact your local internet service provider. Applicants who are interested in applying for a position and require special assistance or an accommodation during the process due to a disability should contact Jennifer Lee at (212) 735-2073.

Skadden EEO and Affirmative Action Policy

Applicants Have Rights Under Federal Employment Law