

**Research Analyst – Any Ballard Location**

**Job Description:**

The Research & Intelligence Center of Ballard Spahr is looking for a Research Analyst to join its team of researchers in providing expert, customized research and analysis firm-wide. Under the direction of the Lead Research Analyst, the Analyst gathers, analyzes and delivers expert information on a variety of subjects, people or companies in response to on-demand requests. To support business, industry, market and other business development or strategic research initiatives, the Analyst collaborates with other department personnel. The Analyst also serves on department teams as assigned and collaborates to accomplish specific goals and objectives set by the Director and individual team leaders.

The selected individual will conduct high-level, customizable research and analysis in legal, business and other subjects to support the firm’s clients and practices as well as its business development and strategic initiatives. They will also present research results with expert analysis, using visual presentation (graphs, charts) or other technology (spreadsheets, databases) and department branding and templates, as needed.

This position is full-time, (Monday – Friday) and may work remotely in any state with a Ballard office or in any Ballard office as long as the individual is able to start working no later than 11:00 AM ET.

**Required Skills:**

Knowledge of research methodology as well as resources for all media types in the areas of law relevant to the firm’s practices and proven primary and secondary research skills with the ability to analyze and synthesize large amounts of data and information into actionable information. Must be proficient with Lexis, Westlaw, Bloomberg, TLO, Accurint and other legal, public records, social media and corporate research services. Knowledge of library technologies for communication, research intake, knowledge sharing and resource management. Experience with request tracking software Quest is a plus.

Strong intellectual curiosity and ability to delve deeply during the research process to identify patterns, trends and other insights. Solid writing skills to prepare written research reports as needed and the ability to present ideas and communicate complex information clearly and concisely. The ability to work well independently or as part of a team and manage multiple projects simultaneously, successfully and within tight deadlines is essential.

**Required Experience:**

The ideal candidate will have the following:

* A Master of Library Science or a Master’s degree in a relevant area from an ALA accredited school or equivalent degree. Significant years of experience or a background in private investigations, especially if certified or licensed may be substituted in lieu of formal education.
* 2+ years’ experience providing support for research and business & competitive intelligence services in a corporate or law firm environment and 1+ years’ experience in project management; law firm experience is strongly preferred.
* 2+ years’ experience conducting background checks, due diligence and other investigative research into people or companies and 2+ years’ experience preparing investigative research reports.

Ballard Spahr is committed to increasing diversity in the legal profession and to supporting the communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. **Diverse candidates, veterans and individuals with disabilities are encouraged to apply.**

The Firm is not accepting resumes from search firms for this position.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan with a firm contribution and match; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program. Time worked in excess of 40 hours per week will be paid at time and one-half of the hourly rate. The salary range is $70,000-$95,000, depending on geography and experience.

For immediate consideration, please visit our career page <https://jobs.silkroad.com/BallardSpahr/Careers> and submit your cover letter, resume, writing sample and salary requirements online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.