**Legal Researcher Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legal Researcher to verify legal authorities, drafting memoranda on evidence, outlining facts and issues in cases set for pre-trial, and keeping track of the status of cases. The accepted candidate will be responsible for assisting with all aspects of evidence gathering, fact-checking, and legal risk of investigative reports and publications.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Undertaking in-depth research into any aspects of the law in support of the law firm and its individual lawyers
* Gather and analyze research data, such as statutes, decisions, legal articles, codes, and documents
* Investigate facts and the applicable laws and jurisprudence that may influence the firm’s lawyers process to frame their respective argument/s for trial and to determine the cause/s of actions in preparation for the trial
* Drafts and prepares legal briefs for the various accounts that the firm handles
* Prepare case status reports using MS Word
* Drafts and prepares pleadings and other legal documents such as petitions, motions, complaints, appeals, affidavits, letters, among others
* Prepare correspondences, documents, and other relevant files necessary
* Drafts and prepares legal correspondences to courts and/or government agencies/offices for the request of documents and/or follow up of case status
* Make calls to courts and/or government agencies/offices with which the firm has pending and active cases to follow up the status of the case

### About you

* J.D. and current admission to Bar of any state
* Expertise in media law, [insert country] election law, and data protection law preferred.
* Bonus background in investigative journalism.
* Fluency in [insert language] language spoken and written.
* Solid understanding of [insert country] elections, culture, and politics.
* Strong teamwork skills, comfortable in a highly collaborative team culture, and a hierarchical team structure, with regular pivots and changes.
* Strong self-care skills and resilience practices when engaging with challenging and triggering content.
* Strong strategic, creative, and innovative thinking.
* Outstanding written and oral communication skills.
* High professionalism, self-motivation, efficiency, and results-oriented delivery on short timelines.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]