

## **Supreme Court/Appellate Practice Researcher**

### **SUMMARY:**

The Supreme Court/Appellate Practice Researcher will assist the Appellate Practice lawyers with legal reporting and research.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist with legal reporting and research on United States Supreme Court and other appellate matters.
- Obtain briefs and other materials from the Supreme Court and lower courts, government officials, and practitioners for internal review and/or public posting.
- Perform background research about clients, potential clients, and cases, involving monitoring an array of current news sources and blog posts and well as online databases.
- Handle various administrative tasks.

### **REQUIRED SKILLS:**

- Excellent writing and analytical skills;
- Strong written and verbal communication skills;
- Excellent attention to detail and strong organizational skills;
- Strong interest in learning about the U.S. Supreme Court and its workings;
- Ability to work efficiently in a fast-paced environment with or without direct supervision and coordinate multiple projects;
- Strong computer skills, including proficiency with Microsoft Excel and the ability to work with blogs and website technology;
- Strong writing and editing skills;
- Ability to work efficiently in a fast-paced environment with or without direct supervision and coordinate multiple projects; and
- Flexibility for overtime as needed.

### **EDUCATION, CERTIFICATIONS, AND/OR EXPERIENCE:**

- BS/BA degree preferred
- Undergraduate experience with law-related courses is a plus, as well as an interest in attending law school

### **HOURS:**

- 9:00 am to 6:00 pm Monday through Friday, with overtime as required.

This job description sets forth the authorities and responsibilities of this position and may change from time to time as deemed necessary by the Manager. We are an Equal Opportunity Employer.

To apply, please visit Hogan Lovells US LLP career page at <http://careers-us.hoganlovells.com/apply/staff/>.