

Manager, Research Services

The **Manager, Research Services** will report to the Associate Director, Research Services and will provide high level work ethic that will support the overall work of the Research Department. This is a full-time, exempt position with functions that will include the following.

Responsibilities:

- Oversee publications and website changes for assigned jurisdictions and use independent judgment and discretion to determine how to incorporate the information
- Track elections, including special and runoff, in assigned jurisdictions
- Review and summarize relevant legislative bills
- Record all changes and updates in appropriate database with approved formatting
- Communicate with supervisor regarding status of update and production schedule
- Review and summarize articles and Google alerts of relevant news for marketing and social media purposes
- Assist in special projects as directed by supervisors and president
- Assist in ALERTS compliance as directed
- Respond in a timely manner (within 24 hours) to clients/subscribers who have requested information
- If licensed to practice law, maintain license as an active attorney and uphold the oath taken
- Take a minimum of 12 CLEs every year, which have been approved by the president
- Participate in travel opportunities, including conferences and seminars

Other Related Responsibilities

- Ensure that all confidential proprietary information is secure.
- Think proactively and provide solutions
- Maintain a professional attitude regarding the company, co-workers, and position.
- Represent the company in a professional manner in all situations.
- Represent the company in conferences as requested
- Complete timesheets and necessary documents in a timely and accurate manner.
- Take advantage of professional development opportunities
- Provide support with general office administrative duties.
- Maintain system to record assignments and projects to ensure deadlines are met
- Offer suggestions for improvements to systems and procedures.
- Position requires 44-50 hours of work per week.
- Perform other duties as seen appropriate by supervisor.

Required Skills, Knowledge and Abilities:

- Juris Doctorate Degree.
- Possess the ability to work in a fast paced, fluid work environment with tact and diplomacy.
- Exceptional written and verbal communications skills.
- Skilled at project management and have a keen attention to detail.
- Enjoy using quality computer systems and have a strong working knowledge of Microsoft Office and the internet.

Application Instructions:

Competitive salary and benefit package including company-paid medical, dental, and vision insurance, 401K, short and long-term disability insurance, life insurance, Flexible Spending Account Plan, a generous annual PTO benefit, company-paid parking, professional development, and opportunities for partial work from home schedule. To be considered, e-mail resume and salary requirements to hr@stateandfed.com.