



Investigator

Reports to: Chief Investigative Officer

FLSA Status: Exempt

Job Duties: Primary duties consist of, but are not limited to the following:

- ❖ Identify potential witnesses by researching numerous databases for information;
- ❖ Interviewing potential witnesses;
- ❖ Writing up relevant memorandum;
- ❖ Conduct background research on companies and individuals;
- ❖ Conducting searches for assets, employment, court document retrieval, news articles, business profiles and history, SEC filings, financial statements, professional licenses, and other information;
- ❖ Conduct other open-source research requested by attorneys for litigations.

Qualifications:

- ❖ Bachelor's degree required;
- ❖ 3-5 years of relevant experience required including investigations and law firm experience;
- ❖ Excellent communications skills including the ability to produce written work product;
- ❖ Proficiency in Internet research including databases like Westlaw, Lexis, Edgar, Pacer and social networking sites;
- ❖ An understanding of the law and specifically securities, class action law and consumer;
- ❖ Understanding of the different exchanges and how public companies work;
- ❖ Well-read with the ability to learn new industries, vernacular, and cultures;
- ❖ Comprehensive understanding of ethical responsibilities;
- ❖ Strong organizational skills with attention to detail; an ability to multi-task and prioritize work effectively;
- ❖ Exceptional oral and written communication skills;
- ❖ Ability to maintain confidentiality;



- ❖ Ability to work effectively in a professional environment with a wide range of constituencies in a diverse community;
- ❖ Proven work ethic;
- ❖ Punctual and dependable;
- ❖ Excellent interpersonal etiquette;
- ❖ Availability at night and on weekends on occasion.

Please submit your resume and cover letter to **careers@labaton.com**.