

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.