

Investigator

Reports to: Chief Investigative Officer

FLSA Status: Exempt

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

- ✘ Take the lead in generating lists of potential witnesses by researching numerous databases for information.
- ✘ Interviewing potential witnesses
- ✘ Writing up relevant memorandum
- ✘ Conducting background searches 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 important information.
- ✘ Conduct other open-source research requested by attorneys for litigations.

Education:

- ✘ Bachelor's degree required
- ✘ 2-5 years of relevant experience required

Preferred Skills and Techniques:

- ✘ 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 an attention to detail; an ability to multi-task and prioritize work effectively.
- ✘ Strong 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.

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