

# Part-Time Security Officer

## Security Department

### Email Resume [Here](#) to Apply

The scheduled hours for this position are from 08:00 AM to 4:00 PM on Saturdays and Sundays on a regular weekly basis. This position will also cover the same 8:00 AM to 4:00 PM shift on any official firm-recognized holiday.

### Qualifications:

- Must be computer literate: MS Office.
- Must be dependable and flexible to work this schedule.
- Strong written and verbal communication skills.
- Must maintain qualifications as a Special Police Officer.
- Must have at least 2 years security or law enforcement experience (college credits may be substituted to satisfy this requirement).
- Associate's degree from an accredited college, or graduate of a recognized law enforcement academy preferred.
- Must be certified in First Aid/CPR/AED by recognized association, or able to attain certification within one year of employment.
- Must be a conscientious, forward-thinking individual who responds to situations in a timely and professional manner.

### Duties and Responsibilities:

- Provide a security presence in the lobby of Covington and Burling's office building.
- Ensure only authorized personnel enter Covington's access-controlled areas.
- Intervene if there is a security-related incident in the lobby.
- Ensure staff, employees, clients, and property are secure and protected.
- Read, respond, and resolve staff and employee service requests through email and phone correspondence.
- Conduct safety and security patrols of firm space.
- Provide escorts for Covington vendors.
- Respond to medical emergencies and provide aid.
- Maintain daily security log for after-hours security operations.
- Ensure proper notification, distribution, and escalation of security events and reports.
- Manage and issue authorized visitor and vendor passes and employee credentials.
- Monitor Security access control, camera, and alarm systems and report any discrepancies.
- Perform other duties as assigned.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access

**Status:** Hourly

**Reports To:** Security Manager

**Workplace Type:** Onsite

Hourly pay range is \$ \$21.89- \$30.82 dependent on experience level.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

# COVINGTON

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.