

Research & Access Librarian

Library Services Department

Email Resume [Here](#) to Apply

Qualifications:

- Proficiency in using a variety of free and fee-based online resources and websites for research. Familiarity with Westlaw and Lexis.
- Strong service orientation and a history of building effective working relationships.
- Demonstrated aptitude to learn new online research resources and tools quickly.
- Excellent communication, organizational, and interpersonal skills, and ability to work well under pressure.
- Ability to analyze and synthesize information from a variety of sources, and apply critical and creative thinking to develop solutions to problems.
- Demonstrated ability to handle competing priorities effectively.
- Must be able to work in a team environment as well as independently.
- Proficiency in Microsoft Office and other modern law firm productivity software tools.
- BS/BA degree required. MLS from an accredited graduate program and/or JD from an accredited law school preferred. Knowledge of legal materials or experience in a library, legal setting, and/or in an AMLAW 200 law firm preferred, but entry-level candidates are encouraged to apply.

Duties and Responsibilities:

- Performs interlibrary loan (ILL) and document delivery tasks for lawyers and staff in all offices by sourcing materials from firm resources and purchasing articles, court filings, transcripts, patent documents, and corporate filings through vendors and publisher websites.
- Coordinates the borrowing and lending of print materials through WorldCat and alternative methods. Oversees the return schedules for materials exchanged with other institutions.
- Ensures copyright compliance is upheld in all resource-sharing activities.
- Assesses ILL and document delivery operations, technology, and workflows and coordinates with the Research Manager to implement improvements to research services.
- Stays current with advances in resource sharing issues, best practices and technologies, with updates to WorldCat, and with library trends in general.
- Performs basic legal and non-legal research using online and print resources as part of a firm-wide Library research team. Research includes obtaining cases, court filings, statutes, regulations, and news.
- Assists with management of current awareness including automated monitoring of case dockets, targeted news, legislation, and regulatory developments using a variety of online resources.
- Participates in projects to increase the accessibility, utilization, and discovery of research resources.
- Processes credit card payments and vendor invoices for ILL/document delivery tasks.

Duties and Responsibilities (Continued):

- Uses workflow software to track and process research requests.
- Performs other special projects or 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: Exempt

Workplace Type: Hybrid

Reports To: Library Research Manager

Salary range is \$61,000-\$85,500.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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