

# Research Librarian

## Library Services Department

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### Qualifications:

- Demonstrated proficiency in legal and non-legal online resources including but not limited to: Westlaw, Lexis, Bloomberg, PACER, and other general and topical sources particularly for securities, corporate, intellectual property, legislative, and public records information.
- Strong service orientation and a history of developing effective working relationships with others.
- Ability to analyze and synthesize information from a variety of sources, and apply critical and creative thinking to develop solutions to complex problems.
- Excellent communication, organizational, and interpersonal skills, and ability to work well under pressure.
- Demonstrated ability to coordinate and perform tasks or multiple activities simultaneously.
- 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.
- MLS from an accredited graduate program and/or JD from an accredited law school strongly preferred. Minimum 3 years work experience as research librarian in an AMLAW 100 or 200 lawfirm.

### Duties and Responsibilities:

- Executes often complex legal and non-legal research using online and print resources.
- Supports lawyers, law clerks, paralegals, and staff in all offices with current awareness monitoring and research queries and strategy.
- Implements tracking of case dockets using a variety of resources (e.g., Westlaw, CourtLink, etc.) and coordinates document retrieval as necessary.
- Participates in regular monitoring of targeted news and legislative and regulatory developments.
- Handles interlibrary loan and document delivery requests as necessary.
- Develops and updates the library's Intranet resources for all Firm offices including development of guides to the library's collection and subject bibliographies on topics of current interest.
- Provides training assistance in using electronic resources to lawyers, law clerks, paralegals, and staff.
- Assists with projects to increase the accessibility, utilization, and discovery of research resources.
- Uses workflow software to track and process research requests.
- Stays current on technological developments relating to online research and applications and best practices relevant to providing highly responsive research services.
- Performs other special projects or duties as assigned.

**Status:** Exempt

**Reports To:** Research Manager, Library

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