



**Senior Research Librarian, Covington & Burling LLP, San Francisco, Los Angeles or Silicon Valley (Redwood Shores), CA  
Covington & Burling, LLP**

**Location**

San Francisco, Los Angeles or Silicon Valley (Redwood Shores), CA

**Summary**

Responsible for advanced research assistance, training, and participation in the coordination of research services.

**Duties & Responsibilities**

- Executes often complex legal and non-legal research using online and print resources.
- Assists attorneys, law clerks, paralegals, and staff in all offices with research queries, current awareness monitoring, and research strategy.
- Collaborates with senior library staff regarding coordination and performance of library research services across all offices.
- Coordinates research workflow in the absence of the Assistant Librarian, Research.
- Coordinates and/or conducts library research orientations, resource training programs, and prepares guides, videos, and training documents as needed.
- Supports and develops the library's Intranet resources for all firm offices including development of guides to the library's collection and subject bibliographies (print and electronic) on topics of current interest.
- Participates in ongoing content and usage analysis of electronic resources with eye toward providing targeted resources and research efficiencies.
- Assists with projects to increase the accessibility, utilization, and discovery of research resources.

- Stays current on technological developments relating to online research and applications and best practices relevant to providing highly responsive research services.

### **Qualifications**

- Advanced proficiency in Westlaw, Lexis, and other library online resources.
- Strong service orientation and a history of developing effective working relationships with others.
- Ability to analyze and interpret information from a variety of sources, apply critical and creative thinking to draw conclusions or develop solutions to complex problems.
- Demonstrated ability to coordinate and perform tasks or multiple activities simultaneously.
- Must be able to work in a team environment as well as independently.
- Excellent communication, organizational, and interpersonal skills.
- 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 5 years work experience as research librarian in an AMLAW 100 or 200 law firm.

Standard office hours will be Monday through Friday 9:30 AM - 6:00 PM.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

We will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance.

Status: Exempt (Level 11)

Reports To: Research Manager, Library

If you are qualified for and interested in this role please send your resume and salary requirements to [StaffRecruitingCA@cov.com](mailto:StaffRecruitingCA@cov.com) and note where you saw the posting.