Research Librarian

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 and maintains systems of tracking for 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.
- Assists with maintaining the library's Intranet pages and creates research guides for firm-wide use.
- 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, including use of generative AI technologies and best practices relevant to providing highly responsive research services.
- 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.

Qualifications:
- Demonstrated proficiency in legal and non-legal online resources including: 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 building effective working relationships.
- 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 handle competing priorities effectively.
- Must be able to work in a team environment as well as independently.
- Proficiency in Microsoft 365, including CoPilot, and other modern law firm productivity software tools.
- MLS from an accredited graduate program and/or JD from an accredited law school strongly preferred. 1-3 years work experience as research librarian in an AMLAW 100 or 200 law firm preferred.

Status: Exempt
Reports To: Library Research Manager
Workplace Type: Hybrid; candidates need to be within 50 miles of our Los Angeles or San Francisco offices.
Salary range is $86,000-$112,000 dependent on experience level and varies based on geography/ candidate location.

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 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.

To apply, please send resume to humanresources@cov.com.