

# AML Specialist

## AML & Conflicts

[Click Here to Apply](#)

### Qualifications:

- Minimum 2 years law firm conflicts research experience and some AML compliance experience preferred.
- 3-year degree from an accredited college or university, or equivalent combination of education and related experience.
- Familiarity with automated conflict checking systems and AML compliance software as used in a law firm setting preferred.
- Highly developed business research abilities using online databases, including the Internet, and print sources.
- Understanding of the complexities of corporate structures and business interrelationships in a global economic environment.
- Familiarity with AML regulations and related legislation or similar compliance imperatives is preferred.
- Ability to maintain complex and comprehensive records in a computerized format.
- Strong interpersonal skills to establish close working relationships with the AML team, the larger conflicts team, and the Firm's lawyers and staff.
- Excellent written and oral communication skills, including ability to communicate complex analyses.
- Facility with word processing systems, spreadsheets, and databases.

### Duties and Responsibilities:

- Participates in the intake of new matters to the Firm where the involvement of a regulated person or entity triggers an anti-money laundering (AML) risk assessment.
- Based upon risk assessments, employs various print and electronic resources to research and confirm the identities of clients, beneficial owners and third-party payers, and understand their businesses and their means of payment.
- Locates and obtains company incorporation or regulatory information for clients and beneficial owners in Brussels, Frankfurt, Dubai, Johannesburg, the UK, and the U.S., in furtherance of the Firm's client due diligence (CDD) obligations.
- Maintains an internal AML database of CDD information about firm clients and other relevant parties, in line with Law Society regulations and Firm policy, and updates expired information.
- Communicates daily with partners, administrators, and staff about AML compliance, explaining the legal requirements and working to obtain the necessary CDD information. Responds to questions from Firm lawyers and staff about the AML regulations and Firm policy.
- Attends to the monthly audit of U.S. matters requiring AML review to ensure the U.S. partners involved are aware of the requirements and confirming they comply as needed.
- Escalates high risk matters and requests for exemption to AML Lawyers or the Money Laundering Reporting Officer (MLRO) for review, by presenting a memo explaining the risk factors involved with the particular case.
- Maintains knowledge of changes in the AML regulations and obtains regular training to stay abreast of requirements. Trains new staff in Firm AML policies and procedures.

## **Duties and Responsibilities (continued):**

- Participates in software updates and enhancements, including testing new versions or new products and reporting on results.
- Performs other duties as assigned.

**Status:** Non-Exempt

**Reports To:** AML Compliance Manager

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.