

Client Agreements Analyst

Strategic Pricing Department

Summary:

The Client Agreements Analyst evaluates and responds to clients' increasing use of their own terms of engagement. The Client Agreements Analyst works closely with the Client Agreements Manager to play a critical role in ensuring that any agreements to such non-standard terms are consistent, mitigate risk, and to the greatest extent possible reflect the Firm's business interests. The Client Agreements Analyst advises on approaches to clients' requests and terms, working with the Firm's senior lawyers and senior administrative staff to manage the Firm's review, management, and implementation of non-standard terms of engagement.

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Qualifications:

- Minimum 2 years law firm conflicts research and analysis experience.
- Bachelor's degree. JD from a U.S.-accredited law school is a plus.
- Demonstrated familiarity with the Rules of Professional Conduct.
- Demonstrated familiarity with engagement letters and outside counsel guidelines.
- Demonstrated ability to review and assess information and to determine logical conclusions.
- Demonstrated ability to clearly and concisely summarize complex concepts orally, and in writing.
- Must be proactive and have the ability to manage, and prioritize multiple projects within time pressures.

Duties and Responsibilities:

- Review outside counsel guidelines and other client-issued terms. Identify and articulate potential concerns, Firm approaches, and reasons for objections.
- Advise and educate senior lawyers, and other key stakeholders on Firm business policies and practices.
- With minimal supervision, respond to outside counsel guidelines on behalf of the Firm and partner with lawyers on negotiation of terms.
- Review and respond to due diligence questionnaires, and requests for business policy descriptions.
- Maintain and manage outside counsel guidelines database/files.
- Research, analyze, and share complete, and accurate information with all appropriate stakeholders.
- Successfully set priorities, perform tasks independently or with minimal supervision, and meet deadlines, and customer service expectations.
- Work closely with the Client Agreements Manager to review current processes and partner with key stakeholders to identify, recommend, and implement improvements, and establish best practices.

Status: Non - Exempt

Reports To: Client Agreements Manager

Qualifications (continued):

- Strong interpersonal skills to establish close working relationships with the Firm's lawyers and staff.
- Highly-developed skills with Microsoft Office suite, particularly Word and Outlook, and with Adobe or other PDF applications.

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