

Compliance Assistant

Compliance Department

Summary:

The Compliance Assistant works with the Background Investigations (BI) Team to facilitate the global personnel background check program for all firm personnel.

Email Resume [Here](#) to Apply

Qualifications:

- Associate's degree from an accredited college is required, but Bachelor's Degree is preferred. Education may be substituted for relevant work experience.
- Demonstrates good written and oral communication skills and attention to detail.
- Ability to work in a remote team environment and communicates effectively on daily video calls.
- Successfully sets priorities, has good organizational skills and meets deadlines.
- Excellent interpersonal skills with global staff and attorneys at all levels.
- Must exercise discretion in safeguarding firm and personally identifiable information.
- Must be computer literate: MS Word, Excel, Adobe Acrobat, PowerPoint and Outlook.
- Position is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., "Green Card" holder); or (c) an INS-

Duties and Responsibilities:

- In the absence of the Background Investigations (BI) Manager & FSO and BI Specialist & AFSSO conducts required actions to ensure timely processing of background checks.
- Ensures compliance with regulations regarding proper safeguarding of personnel information.
- Collaborates with Chief HR Officer, Chief Compliance Officer, BI Team and other firm personnel to update and enhance background check protocols.
- Enhances protocol for firm's background check process, including updating background forms.
- Provides personnel background check guidance to all Covington offices.
- Maintains strong working relationships with the BI Team, the firm's global HR Staff and Legal Recruiting.
- Ensures candidates' background check forms have been completed properly before initiating background check.
- Works closely with BI Team and background vendor to monitor status of the firm's background checks.
- Assists with verifications and reviews documentation for all new hire candidate's that must meet the firm's ITAR requirements.
- Reviews, verifies and maintains charting system for new hires that must meet the firm's ITAR requirements.
- Assist SM team as needed with reviewing staff and attorney candidate social media platforms as a condition of their employment.

approved refugee or asylum holder who has applied for naturalization within six months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application to be granted access pursuant to US Export Control laws. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

Duties and Responsibilities(Continued):

- Performs other duties as assigned.

Status: Non-Exempt

Reports To: Compliance Supervisor and AFSO Compliance

Workplace Type: Remote

Anticipated salary range of \$45,000- \$72,000 based on office location and national average; actual salary dependent on candidate experience and location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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