

# Conflicts Analyst

## Conflicts Department

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### Qualifications:

- Minimum 3 years law firm conflicts research experience preferred.
- Familiarity with automated conflict checking systems as used in a law firm setting required.
- Familiarity with corporate family tree research, and the use of the internet for legal and corporate research.
- Understanding of the complexities of business interrelationships in a global economic environment.
- Ability to maintain complex and comprehensive records in a computerized format and to learn new software and research tools quickly.
- Strong interpersonal skills to establish close working relationships with the Firm's lawyers and staff.
- Excellent communication, organizational, and interpersonal skills, as well as the ability to work well under pressure and prioritize multiple tasks.
- Willingness to work a flexible schedule including weekend coverage.
- 4-year degree from an accredited college or university, or equivalent combination of education and related experience required.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified

### Duties and Responsibilities:

- Reviews conflicts searches performed by Specialists and Research Assistants, providing direction and constructive critique to ensure searches are comprehensive and accurate.
- Reviews and approves the language Specialists and Research Assistants use to communicate with lawyers in complex situations, providing guidance to ensure superior customer service levels, and attainment of required information.
- Independently performs conflicts issue-spotting, including:
  - very careful review of the conflicts report;
  - applying basic conflicts of interest under the Rules of Professional Responsibility;
  - following departmental guidance for appropriate levels of analysis without being over- or under-inclusive and
  - removing irrelevancies and unnecessary results.
- Under the supervision of Conflicts Attorneys and team management, clears conflicts on specific, limited types of requests, such as nonlawyer hires. This task requires issue-spotting and applying basic cures such as informed consents or reliance upon valid advance waivers. Also assists Conflicts Attorneys in their clearances as requested.
- Reviews Outside Counsel Guidelines for conflicts and professional-responsibility-related provisions and leads project to have these provisions implemented.
- Contributes significantly to or manages projects that affect the Conflicts Department and other administrative departments, including new procedures and software implementations.
- Trains new team members, including lawyers and staff.

candidates.\*Applicable only to U.S.-based candidates.

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

- Establishes waiver-driven ethics screens in the wall application and participates in drafting screening memos for them.
- Runs thorough and accurate conflicts reports in connection with the intake of new business or new hires to the Firm. Liaises with Firm lawyers and staff to gather information for accurate conflicts research and analysis and ensures Intapp OPEN submissions are accurate and effective.
- Provides on-call coverage on weekends and holidays as needed.
- Performs other duties as assigned.

**Status:** Exempt

**Reports To:** Conflicts Counsel and Manager

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