

Conflicts Attorney

Conflicts Department

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Qualifications:

- § Law degree from an accredited law school is required.
- § Bar membership in any U.S. jurisdiction.
- § Familiarity with the Model and DC Rules of Professional Conduct or analogous rules in other jurisdictions is preferred. Familiarity with anti-money laundering compliance regimes is preferred.
- § Excellent legal or business research ability using various online databases and print resources is required.
- § General familiarity with modern business organization models, structures, and ownership is required.
- § Excellent analytical skills, written, and oral communications skills are required. Specifically, a Conflicts Attorney must be able to distill for the lawyer a quantity of complex data into a manageable, logical explanation of the legal issue and recommended steps to be taken.
- § Excellent judgment is required in providing support to the Firm's lawyers, including knowing when to escalate an issue.
- § Strong interpersonal skills and ability to establish close working relationships with the Firm's lawyers, administrative, and support staff are required. Demonstrated customer service focus is preferred.

Duties and Responsibilities:

- § With the direction and consultation of the General Counsel's office and Professional Responsibility Committee, the Conflicts Attorney will:
 - § analyze results from searches of the Firm's conflicts database and outside sources to identify potential or actual conflicts posed by new work or new hires;
 - § actively consult and advise Firm lawyers regarding conflicts clearance;
 - § as needed, draft conflicts waivers or take other steps to cure conflicts;
 - § provide instruction and supervise the work of the non-lawyer conflicts staff; and
 - § document or audit steps taken to clear any conflicts.
- § Work with ethical walls and screens managed within Intapp Walls tool.
- § Together with the non-lawyer staff, maintain the conflicts database with appropriate information about Firm clients and matters, client subsidiaries and affiliates, related parties, etc. Enter information obtained during the conflicts clearance process in the conflicts database documenting the resolution of conflicts and any waivers, where necessary.
- § Assist London team members with overflow anti-money laundering compliance activities as needed.
- § Provide on-call coverage on weekends and holidays as needed.
- § Perform other duties as assigned by Firm management.

Status: Exempt

Reports To: Conflicts Counsel and Manager

Qualifications (continued)

- § Facility with MS Office and similar typical business software is required. Familiarity with Intapp OPEN or other automated conflict of interest clearance workflow procedures and systems as found in AmLaw 100 firms is preferred.
- § Supervisory ability or demonstrated capacity to provide instruction in a business setting is preferred.
- § 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 candidates. *Applicable only to U.S.-based candidates.

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.