

# Conflicts Research Assistant

## Conflicts Department

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### Qualifications:

- 4-year degree from an accredited college or university, or equivalent combination of education and related experience.
- Demonstrated attention to detail.
- Superior writing and analytical skills.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrated ability to work well under pressure, prioritize multiple tasks and work efficiently both in teams and independently.
- Experience with the use of the Internet for serious research.
- General familiarity with corporate structures.
- Ability to learn new software quickly.
- 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.

### Duties and Responsibilities:

- Runs thorough and accurate conflicts reports in connection with the intake of new business or new hires to the Firm. This includes:
  - Conducting extensive corporate research using multiple software tools and the internet;
  - Liaising with lawyers and secretaries to obtain a complete set of information about incoming work, such as identifying parties and the nature of the matter; and
  - Crafting appropriate search terms when all corporate and individual names are gathered, running searches in the Firm's proprietary database and filtering results for relevance.
- Composes concise, accurate, and organized reports of research results to attorneys and others in a timely manner.
- Assists in the maintenance of a confidential internal database of information about Firm clients and all related parties to specific matters.
- Provides on-call coverage on weekends and holidays as needed.
- Performs other duties as assigned.

**Status:** Non-Exempt

**Reports To:** Conflicts Supervisor

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