

# Conflicts Specialist

## Conflicts Department

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### Qualifications:

- Minimum 2 years law firm conflicts research experience preferred.
- 4-year degree from an accredited college or university, or equivalent combination of education and related experience.
- Familiarity with automated conflict checking systems as used in a law firm setting preferred.
- Highly developed business research abilities using online databases, including the Internet, and print sources.
- 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, administrative and support staff, and accounting department.
- Utility with word processing systems, spreadsheets, and databases.
- Excellent communication, organizational, time management and interpersonal skills, as well as the ability to work well under pressure and prioritize multiple tasks.
- Willingness to work a flexible schedule and overtime as dictated by business needs.
- 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

### 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 identifying relevant parties, developing accurate search strategies, running searches through the conflicts database and third-party databases, and selecting accurate search results.
- Composes concise, accurate, and organized conflicts reports for lawyers and others in a timely manner
- Interacts on a daily basis with Firm lawyers and staff to gather information needed for accurate conflicts research and analysis.
- Participates in training of new Conflicts Research Assistants.
- Assists in the maintenance of an internal database of information about Firm clients and all related parties to specific matters.
- Maintains securities trading compliance database and assists with compliance questions.
- Provides on-call coverage on weekends and holidays as needed.
- Performs other duties as assigned.

**Status:** Non-Exempt

**Reports To:** Conflicts Supervisor

reasonable accommodation(s) based on medical or religious grounds for qualified candidates. \*Applicable only to U.S.-based candidates.

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