

Conflicts Staff Supervisor

Conflicts Department

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Duties and Responsibilities:

Qualifications:

- Minimum 2 years law firm conflicts research experience.
- Experience coordinating or supervising business processes or staff.
- Excellent organizational skills, as well as the ability to work well under pressure and prioritize multiple tasks.
- Strong interpersonal and communication skills to facilitate successful relationships within the team and with the Firm's lawyers and staff.
- Experience training staff in complex tasks and procedures.
- Demonstrated familiarity with automated conflict checking systems, corporate family tree research, and internet research as used in a law firm setting.
- Facility with word processing systems, spreadsheets, and databases.
- Willingness to work a flexible schedule and overtime as dictated by business needs.
- 4-year degree from an accredited college or university, or equivalent combination of education and related experience.
- 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.

- Coordinates the work of Conflicts Specialists and Conflicts Research Assistants in Washington, San Francisco, and London.
- Balances the needs of urgent work, special projects, and standard daily work to provide the required service levels.
- Organizes and conducts the orientation and training of new Conflicts Research Assistants and Conflicts Specialists.
- Supervises staff work schedules, attendance, and time off.
- Supports the morale of the team and the professional growth of the staff.
- Reviews the work of the staff; corrects mistakes, encourages improved performance, and provides additional training.
- Assists in gathering metrics of productivity and performance for team management.
- Supervises the securities trading compliance database and assists with compliance questions.
- Participates in special projects on the team such as software testing and implementation or the intake of new lawyer groups or large cases.
- Runs thorough and accurate conflicts searches and provides concise, accurate, organized, and timely reports of conflicts research results to lawyers.
- Assists in the maintenance of the confidential conflicts database.
- 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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