

# Litigation Paralegal

## Paralegal Department

### Summary:

A mid-level litigation paralegal with work experience gained at Amlaw 100 firms or specialized litigation boutique law firms working on complex litigation, investigation, and/or arbitration matters.

**Email Resume [Here to Apply](#)**

### Qualifications:

- BS/BA from an accredited college or university required. Paralegal certificate is a plus.
- At least 2 years work experience as a litigation paralegal in an Amlaw 100 firm or suitable specialized litigation or other dispute resolution firm.
- Experience with all stages of litigation, including use of current e-discovery database tools, modern e-filing practices, and trial preparation activities required; experience working at trial or arbitration proceedings strongly preferred.
- Ability to communicate (both written and verbal) with individuals at all levels of the firm in an appropriate and professional manner; strong service orientation, sense of accountability and attention to detail.
- Ability to take ownership of projects and proactively handle all paralegal responsibilities without prompting from administration or attorneys.

### Duties and Responsibilities:

- Working with more senior paralegals and/or attorneys, perform all elements of litigation case management, including document and file management, case calendaring, discovery support, and trial prep and logistics activities.
- On a case-specific basis, coordinate and oversee the tasks of more junior paralegals and other support staff as needed.
- Interact with outside entities (e.g. courts, government agencies, expert witnesses, corporations, vendors and other law firms) to coordinate activities as needed in support of assigned cases.
- Draft, review, and/or analyze routine legal documents as requested by attorneys; conduct legal research under attorney supervision.
- Create and maintain effective working relationships with others to facilitate a positive and productive work environment.
- Continuously refining, developing, and expanding skills in anticipation of changes in the work environment or profession.
- Adhere to Firm policies, practices, and priorities; and perform other duties as requested by Firm management.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Non-Exempt

**Reports To:** Paralegal Manager

**Workplace Type:** Hybrid

Salary range of \$70,000- \$85,000.

## Qualifications (Continued):

- Demonstrated ability to coordinate and perform multiple tasks simultaneously; work equally well as part of a team in both a leadership and subordinate role; and excellent organizational skills.
- Ability to work well under deadlines and pressure typical of complex modern litigation, investigation, and arbitration matters.
- Proficient with Microsoft Office software products including Word, Excel, Outlook and PowerPoint.
- Proficient with cite-checking, Bluebook rules, and California Style Manual preferred.
- Available for overtime work and reasonable business travel as needed.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.