

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.

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Qualifications:

- 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 lawyers.
- 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.

Duties and Responsibilities:

- Working with more senior paralegals and/or lawyers, 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 lawyers; conduct legal research under lawyer supervision.
- Create and maintain effective working relationships with others to facilitate a positive and productive work environment.
- Continuously refine, develop, and expand 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.

Status: Non-Exempt

Reports To: Paralegal Manager

Qualifications (continued):

- Proficient with cite-checking, Bluebook rules, and California Style Manual preferred.
- Available for overtime work and reasonable business travel as needed.
- BS/BA from an accredited college or university or paralegal certificate.
- 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.

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.