

# Paralegal Supervisor

## Litigation Support Services

### Summary:

As part of the Litigation Support Services department, this position is responsible for assisting with the management of the DC paralegal program and supervision of the DC paralegal staff.

This includes: coordinating work assignments; recruiting; occasionally taking a lead role in the initiation of new projects; mentoring paralegals and espousing best practices; evaluating the effectiveness of existing training programs and facilitating necessary enhancements; monitoring the performance of individual paralegals and the department as whole, and taking action where necessary to yield improvements; ensuring paralegal adherence to all Firm policies.

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### Qualifications:

- Excellent communication skills, both written and oral.
- Excellent organizational and interpersonal skills. Must be highly organized and detail oriented.
- Ability to work independently and under pressure.
- Available to work outside normal business hours as required.
- Proficiency in Microsoft Office software programs.

### Duties and Responsibilities:

- Related tasks include but are not limited to:
  - Managing and handling all aspects of the recruiting process for entry-level paralegals, including recruiting, hiring, orientation, and training.
  - Coordinating with HR for the recruitment of senior level paralegals.
  - Providing continuing legal education by creating, coordinating, and presenting in-house training programs.
  - Ensuring the success of the paralegal program according to standard business metrics, such as utilization, client satisfaction, and quality of work product.
  - Resolving personnel problems, up to and including taking disciplinary action and terminating employees.
  - Assigning projects to paralegals, assisting with projects (especially as it concerns establishing best practices), and coordinating workflow.
  - Monitoring and managing productivity and resource availability.
  - Reviewing and approving billable hours.
  - Maintaining administrative records, such as attendance and PTO.
  - Participating in yearly salary reviews and evaluations, as well as providing regular feedback and constructive criticism.
  - Preparing departmental statistical reports.

**Qualifications (continued):**

- Thorough understanding of the litigation process and common litigation support and discovery management procedures and concepts.
- At least 3 years as a litigation paralegal in a comparable setting.
- At least 1 year of supervisory experience.

**Education:**

- BA or BS degree required.

**Duties and Responsibilities (continued):**

- Assisting with long-range planning and needs assessment for staffing.
- Performing other duties as directed by LSS or Firm management.

**Status:** Exempt**Reports To:** Paralegal Manager**Workplace Type:** Hybrid

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