

Case Clerk

Paralegal Department

Summary: Under the supervision of Associates and Paralegals, the Case Clerk is assigned to support various litigation matters

Email resume [here](#) to apply

Qualifications:

- Ability to make a two-year commitment
- 4-year degree from an accredited college or university; prior law firm experience or paralegal certificate is a plus but not required.
- Excellent communication, organizational, and interpersonal skills.
- Ability to coordinate and perform multiple tasks simultaneously.
- Strong service orientation, and an understanding of the importance of developing effective working relationships with others.
- Proficiency in Microsoft Office software products.
- Must be available for travel.
- Must be available for overtime.

Duties and Responsibilities:

- Assist in document reviews and productions (indexing boxes, bates-labeling, quality checking).
- Perform case file management (including document productions, pleadings and correspondence files, deposition transcripts, and exhibits) by organizing, maintaining, and tracking files to make them easily accessible to lawyers.
- Maintain and update file indexes.
- Retrieve documents (dockets, pleadings) from courts and agencies.
- Assist in preparation of legal documents (exhibits and filings).
- Prepare and maintain document binders, witness preparation binders, and topic binders.
- Perform database searches (Ringtail, Concordance) to retrieve lawyer's requested documents.
- Prepare deposition summaries and conduct searches in deposition transcripts.
- Conduct research utilizing Lexis and Westlaw.
- Assist with cite-checking projects.
- Assist in preparation of trial materials.
- 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 Supervisor

Salary: \$60,000

Workplace Type: On-site

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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.