

# Client Agreements Advisor

## Compliance Department

### Summary:

The Client Agreements Advisor leads analysis of and response to clients' terms of engagement. This critical role helps to ensure that Covington's agreements to non-standard terms are consistent, mitigate risk, and to the greatest extent possible reflect the firm's business interests. The Advisor advises and works with the firm's Senior Manager of Client Agreements and senior attorneys to manage the firm's review, response to and implementation of non-standard terms.

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### Qualifications:

- JD required.
- Two or more years of law firm or equivalent experience in a legal setting is strongly preferred.
- Must have experience in and passion for reviewing, retaining and comprehending large volumes of information.
- Demonstrated ability to process, organize and assess complex information to determine logical conclusions and effective solutions.
- Demonstrated ability to clearly and concisely synthesize complex business and legal concepts orally and in writing.
- Highly developed business research abilities.
- Strong interpersonal skills to establish close working relationships and simultaneously balance needs and views of different stakeholders.
- Understanding of the complexities of business and legal relationships in a global economic environment.

### Duties and Responsibilities:

- Develop and maintain thorough knowledge of firm business policies and practices, legal and ethical considerations, and insurance requirements and guidance relating to firm agreements.
- Assess outside counsel guidelines and other non-standard terms to identify potential issues in light of these considerations.
- Draft key internal assessments and proposed approaches based on evaluation.
- Lead senior attorneys in discussions of issues, considerations and proposed approaches.
- Prepare client-facing comments, markups and responses to terms.
- Partner with senior attorneys in discussions and negotiations with clients.
- Respond to due diligence questionnaires.
- Manage outside counsel guidelines database and share key information with all necessary stakeholders.
- Perform extensive research using firm databases, business research resources and discussion with internal subject-matter experts.
- 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:** Exempt

**Reports To:** Senior Manager of Client Agreements

**Workplace Type:** Remote (must be local to DC office)

Salary range is \$98,000 - \$138,500.

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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.