

# Senior Staff Attorney-Litigation

## Staff Attorney Department

### Summary:

Senior Staff Attorney – Litigation will primarily liaise with the firms eDiscovery, AI, and Information Governance practice group to support large litigation, investigatory, and regulatory matters in the discovery phase.

**Please Email Resume and Cover Letter With Your Salary Requirement [Here to Apply](#)**

### Qualifications:

- At least five years of eDiscovery experience in AMLAW 100 or 200 firm environments working on large litigation, regulatory, or investigation matters at all phases of the EDRM.
- Current good standing in the DC, NY, MA, or CA Bar.
- Litigation experience, including responsibilities associated with discovery.
- Excellent organizational and interpersonal skills related to project coordination.
- Strong service orientation.
- Ability to work under pressure and a willingness to work additional hours and help others with deadline intensive projects is required.
- Strong working knowledge of discovery document review projects and typical work-flows.
- Significant experience with on-line document review systems such as Relativity, Nuix Discover, or other similar document review software platforms.
- Significant experience with Excel.
- A JD from an accredited US law school or the equivalent is required.

### Duties and Responsibilities:

- Coordinate with internal practice teams to ensure that case-specific eDiscovery processes are implemented and milestones are met.
- Facilitate communication between the Staff Attorney department and the associates and partners responsible for the case.
- Work with the firm's litigation support group and eDiscovery vendors to support document preservation, collection, and processing efforts.
- Assist in preparation of privilege logs and other similar tasks attendant to document review and production projects.
- Perform other duties as assigned.
- 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:** Staff Attorney Manager

**Workplace Type:** Hybrid as needed

Salary range is \$150,000 - \$175,000.

## **Qualifications (Continued):**

- Relevant technical certifications are preferred.

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.

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.