

Staff Attorney(French, Portuguese, Chinese, Japanese, Korean, or Arabic Language)

Staff Attorney Department

Summary:

Staff Attorneys will primarily work in teams engaged in document review and production projects as part of large, complex litigation, investigation, and regulatory matters.

Staff Attorneys will be engaged with the Firm for a particular matter, or significant project on a matter, and, absent earlier termination or re-assignment, will be released from the Firm when appropriate available work on the project or matter ends.

Please Email Resume and Cover Letter With Your Native Language Skill & Salary Requirement [Here to Apply](#)

Qualifications:

- At least one year of document review experience within or for an AMLAW 100 or 200 firm working on large litigation, investigation, or arbitration matters.
- Current good standing in the DC Bar.
- Excellent organizational, interpersonal skills, and a strong service orientation; excellent oral and written communication skills.
- Strong working knowledge of a discovery document review projects' purpose and typical work-flows, and a thorough understanding of the rules and application of attorney-client and work product privilege.
- Significant experience with on-line document review systems such as Relativity, Documatrix, FTI's Ringtail, or other similar modern document review software tools.

Duties and Responsibilities:

- Review, analyze, categorize, and, as appropriate, annotate and/or redact documents and other informational materials in document review database systems, and/or hard-copy document collections.
- Assist in preparation of privilege and redaction logs and other similar tasks attendant to document review and production projects.
- Assist with the review quality control and review metrics reporting processes as needed.
- Work with the firm's litigation support staff and/or e-discovery vendors to help resolve any operational issues with the document collections, databases and review systems in use.
- Perform other duties as assigned by Firm management.

Status: Non-Exempt: Eligible for overtime pay

Reports To: Staff Attorney Supervisor

Workplace Type: Hybrid as needed

Salary range is \$90,000 - \$110,000.

Qualifications (continued):

- Ability to work under pressure and a willingness to work reasonable overtime as needed is required.
- Native-level fluency in French, Portuguese, Chinese, Japanese, Korean, or Arabic.

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