

# 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.
- 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: 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.

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.