

# Staff Attorney Supervisor

## Staff Attorney Department

### Summary:

The Staff Attorney Supervisor is responsible for assisting with the day-to-day coordination and oversight of all Staff Attorney department personnel and document review projects. This position will include, among other things, the active participation in orientation, assignment, and training of staff attorneys and contractors, assistance with TAR/CAL implementations and workflow monitoring, and vendor coordination on document review projects at the firm.

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### Qualifications:

- A JD from an accredited US law school or the equivalent is required.
- At least 5 years of discovery / investigation document review supervisory experience in an AMLAW 100 or 200 law firm, or a major vendor in the space.
- At least 2 years of discovery / investigation document review experience.
- Good standing in the DC Bar.
- Excellent organizational, communication and interpersonal skills, and a strong service orientation.
- Excellent working knowledge of the Electronic Discovery Reference Model, as well as Relativity and other current document review database software platforms; significant experience with TAR and CAL technologies, techniques, and workflows.

### Duties and Responsibilities:

- Ensuring the success of the Staff Attorney Program according to standard business metrics, such as utilization, client satisfaction, and quality of work product.
- Resolving personnel problems, up to and including taking disciplinary action and terminating employees.
- Assigning projects to staff attorneys, assisting with projects (especially as it concerns establishing best practices), and coordinating workflow.
- Championing the widespread use of metrics tools to ensure document review quality and productivity across the department.
- Monitoring and managing productivity and resource availability.
- Reviewing and approving billable hours.
- Maintaining administrative records, such as attendance and vacation.
- Participating in yearly salary reviews and evaluations, as well as providing regular feedback and constructive criticism.
- Supervision and coordination of document review teams to ensure that all team members are working efficiently and meeting quality and output expectations established by the case teams.
- Facilitate the communication between the document review team and the associates and partners responsible for case.
- Work with the firm's litigation support group and/or e-discovery vendors to communicate and resolve end-user problems with the document databases and review systems in use.

### **Qualifications (Continued):**

- Working knowledge of the contract attorney market and factors that affect contract attorney availability and performance quality and productivity.
- Ability to work under pressure and a willingness to work additional hours and help others with deadline intensive projects is required.

### **Duties and Responsibilities (Continued):**

- 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:** Director of Staff Attorneys

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

Salary range of \$134,000- \$188,500.

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