

OGC Counsel – Conflicts

Department: Office of the General Counsel

Organizational Relationship: Reports to the OGC Assistant General Counsel – Conflicts and Ethics

FLSA Status: Exempt

Last Updated: September 11, 2024

General Summary:

The OGC Counsel – Conflicts resolves professional ethics conflicts and other ethics and compliance issues relating to lateral clearances, new business matters, and outside counsel guidelines across the firm’s offices. The Counsel collaborates with Office of the General Counsel (OGC) colleagues, the firm’s Ethics Committee Members, other Conflicts team members, and Latham attorneys globally.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Applies knowledge of legal ethics and professional responsibility rules relating to lateral attorney and new matter conflicts of interest as well as relevant Latham procedures, policies, and practices to advise Ethics Committee Members and other attorneys and key stakeholders
2. Reviews situation-specific conflicts checks as needed
3. Reviews outside counsel guidelines, non-standard engagement letters and RFPs received from clients and works with partners to prepare responses to clients that align with firm policies
4. Advises attorneys and others in regards to engagement letters, conflicts waivers, ethics walls, and firm policies
5. Performs legal research and analysis on professional responsibility issues as requested by the Deputy General Counsel, Assistant General Counsel – Conflicts and Ethics, or Ethics Committee Members
6. Prepare and delivers trainings for attorneys and staff on topics relevant to conflicts, ethics and professional responsibility
7. Conduct audits of partners for compliance with laws, regulations, and firm policies in collaboration with other members of the OGC
8. Provides administrative support and legal guidance for Ethics Committee and OGC projects and various types of data management, including maintenance of engagement letter and waiver templates, intranet websites and informational materials
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

LATHAM & WATKINS

Position Specifications

Education

- JD or equivalent required
- Admissions to the relevant state bar and active status required

Work Experience

A minimum of three years' relevant experience practicing law and/or working on an ethics conflicts team required, preferably in a global law firm setting

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact and communicate effectively with people at all organizational levels of the firm
- Strong communication skills, both written and oral
- Excellent attention to detail
- Ability to work both independently and collaboratively with a customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Strong analytical and problem-solving skills with the ability to develop alternative strategies to solve them
- Knowledge of legal ethics rules and how to apply them in a law firm practice

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.