

OGC Analyst – Compliance, Global Sanctions

PeopleSoft Job Code / Title: 6900 / OGC Analyst
Facebook Title: OGC Analyst – Global Compliance
Department / Subdepartment: Office of General Counsel
Organizational Relationship: Reports to the OGC Manager – Compliance
FLSA Status: Non-Exempt
UCM Level: Level 2
Last Updated: February 12, 2026

General Summary:

The OGC Analyst – Compliance, Global Sanctions (Analyst) supports the firm’s regulatory compliance and risk management programs, including the firm’s sanctions programs. The Analyst directly supports Compliance Team lawyers and managers in their roles, and is responsible for ensuring compliance with global sanctions regulations by conducting thorough screenings, due diligence, and risk assessments.

Essential Duties and Responsibilities

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

1. Directly supports the firm’s sanctions compliance program, conducting the screening of clients, non-client parties and matters against sanctions lists and the screening of newly-sanctioned names against the firm’s client database; summarizing screening results for escalation and review, and contacting lawyers with matters identified in screening
2. Conducts in-depth research on client and non-client parties in potential new matters to screen for adverse findings (including negative news) that present reputational, business and/or other risk to the firm. Oversees, and prepares diligence records for, the escalation, review and resolution of potentially adverse findings
3. Responds to real-time and time-sensitive research requests from lawyers and support team members across the firm
4. Applies sanctions rules and regulatory guidance across the firm; prepares clear and well-documented research summaries supporting conclusions
5. Analyzes global regulatory compliance programs and processes and recommends improvements
6. Maintains and updates tracking logs for screening requests, escalations, quarterly screening cycles and ad hoc research requests
7. Participates in assigned projects that support the firm’s compliance programs and/or Compliance Team Strategic Plan
8. Manages discreet compliance program projects and the collection of data for discreet projects and requests
9. Assists in the development of and delivers training to other business services staff, as needed; develops and delivers content for Compliance Team meetings
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications*Education*

- Bachelor's degree or equivalent required.

Work Experience

- A minimum of three years' relevant sanctions compliance experience in a compliance, risk or operational function within a law firm, banking institution, audit company, or similar professional services organization required

Knowledge, Skills, and Abilities

- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Well-developed and professional interpersonal skills; ability to effectively interface with lawyers, management, support staff and outside contacts
- Strong communication skills, both written and verbal.
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work independently and display initiative
- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential information with the appropriate discretion
- Ability to develop knowledge of firm procedures
- Knowledge and proficiency in World Check and PC applications, including MS Office

Physical Demands

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

Please note that this role may be eligible for a flexible working schedule that allows for a hybrid and in office presence.