

# Office of the General Counsel (OGC) Analyst – Compliance, Lobbying

<b>PeopleSoft Job Code / Title:</b>	6900 / OGC Analyst
<b>Department / Subdepartment:</b>	Office of the General Counsel / Compliance
<b>Organizational Relationship:</b>	Reports to Level 3 or above
<b>FLSA Status:</b>	Non-Exempt
<b>UCM Level:</b>	Level 2
<b>Last Updated:</b>	February 11, 2026

## Department / Subdepartment Overview

The Office of the General Counsel (OGC) is responsible for general risk management for the firm.

## Role Overview

The OGC Analyst – Compliance, Lobbying is responsible for supporting the firm's lobbying registrations and reports across multiple jurisdictions. This role involves overseeing the reporting process, ensuring compliance with relevant laws and rules, and coordinating with lobbyists, clients, and government staff to ensure accurate and timely filings. The analyst will also support the administration of the firm's compliance program for lobbying and related political activity.

## Essential Duties and Key Responsibilities

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

1. Maintains the firm's records regarding compliance with state and local lobbying laws and regulations, ensuring all legally mandated disclosure filings are completed accurately, completely, and in a timely manner
2. Maintains a system for tracking lobbyist work and payments related to clients and matters requiring lobbying disclosure, reviewing client intake database and identifying new relationships that require follow-up in regards to lobbying compliance
3. Proactively seeks out attorneys involved in lobbying work, informing them of legal requirements for registration; assists attorneys in determining the necessity of registration and reviews reports to confirm appropriate disclosure amounts
4. Manages communication with clients and their political compliance counsel to ensure consistent reporting; monitors developments in lobbying, campaign finance, and political fundraising laws, informing attorneys of notable updates
5. Conducts periodic orientation and training sessions on the firm's lobbying reporting process
6. Monitors and vets firm participation in events involving government officials in applicable jurisdictions
7. Routinely evaluates internal systems and processes for improvements in quality and efficiency; develops internal controls and policies to ensure all relevant compliance needs are met
8. Coordinates with internal teams including finance and technology staff regarding system maintenance
9. Develops knowledge of firm work involving lobbying, including specific clients and the ELR practice
10. Promotes effective work practices, works as a team member, shows respect for co-workers, and fostering a collaborative environment

## Knowledge, Skills & Abilities

- Advanced ability to perceive and analyze complex data and develop systems to organize and report it
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, 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 handle multiple projects simultaneously
- Demonstrates initiative, self-motivation, and an ability to work independently
- Ability to work in a team environment with a customer service focus
- Ability to handle confidential information with appropriate discretion
- Knowledge and proficiency in PC applications, including MS Office

## Position Specifications

### *Typical Experience*

- A minimum of three years' relevant professional experience, preferably at a large law firm required

### *Education*

- Bachelor's degree or equivalent required

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.