

# OGC Analyst – Conflicts Reporting

**Department:** Office of the General Counsel

**Organizational Relationship:** OGC Manager – Conflicts

**FLSA Status:** Non-Exempt

**Last Updated:** December 3, 2024

## **General Summary:**

The OGC Analyst – Conflicts Reporting prepares and analyzes standard conflicts reports regarding incoming attorneys and new client business. The Analyst communicates with attorneys responsible for matters that present a potential conflict; evaluates information obtained from attorneys, and assists with the resolution of all conflicts issues that arise during the attorney hiring and new business processes.

## **Essential Duties and Responsibilities:**

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

1. Prepares and finalizes conflict check reports using the firm’s conflicts database to be sent to attorneys, analysts, and other staff
2. Analyzes standard new business and lateral conflicts checks such as advisory, NDAs, transactional checks, and others
3. Communicates with attorneys and staff regarding conflict check results and any missing information from the request form, validating the requirements for the conflicts check with the attorney or secretary requesting the report
4. Updates data in the conflicts databases as necessary; conducts corporate research using internal and external information resources to confirm the accuracy of the information
5. Obtains the necessary guidance from attorneys or other Conflicts staff with understanding the requirements to properly evaluate the conflicts check (lateral candidate, potential client, potential adverse party, etc.)
6. Conducts research regarding corporate entities that are subject to conflicts review using a variety of electronic databases, the Internet, and print sources
7. Analyzes and replies to attorneys’ responses concerning any potential or actual conflict
8. Prepares a summary of information from the conflicts report analysis and follow-up responses, and reports the information to the attorney who made the request
9. Communicates with attorneys by presenting a brief, clear statement of potential conflicts situations recognized in the conflicts reports

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10. Supports project requests from the Ethics Committee, Client Intake Committee, the Deputy General Counsel, and others
11. Completes special projects on various topics as needed
12. Performs other duties related to the Conflicts' Department's responsibilities as needed
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required
- Four years' relevant experience may be considered in lieu of a degree

### *Work Experience*

- A minimum of three years' demonstrated work experience involving professional interpersonal skills, problem solving skills, ability to manage multiple projects, and ability to work independently required
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- A minimum of two years' relevant experience in a law firm or other professional services firm preferred
- A minimum of two years' experience with Intapp Open software preferred

### *Knowledge, Skills & 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 attorneys, management, support staff and outside contacts
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines ability to handle multiple projects simultaneously
- Ability to take initiative and work independently
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to develop knowledge of firm procedures
- Ability to serve as a mentor to more junior analysts and provide constructive commentary regarding their work product and expertise
- Ability to work effectively with senior management, attorneys, and all levels of personnel with tact and courtesy
- Knowledge and proficiency in 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 is required.

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## *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.