

OGC Assistant – Business Intake

PeopleSoft Job Code / Title: 6898 / OGC Assistant
Department / Subdepartment: Office of the General Counsel / New Business Intake
Organizational Relationship: Reports to level 3 or above
FLSA Status: Nonexempt
UCM Level: Level 1
Last Updated: 9.16.25

Department / Subdepartment Overview

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

Role Overview

The OGC Assistant – Business Intake is responsible for processing routine new business intake requests in accordance with standard firm procedures: creating/assigning new client-matter numbers for standard new matters, database maintenance, and undertaking administrative responsibilities as business needs require.

Essential Duties and Key Responsibilities

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

1. Processes and reviews New Business Intake (NBI) requests; verifies intake information is complete and within firm standards
2. Demonstrates an understanding of the COI/NBI form and workflow sufficient to spot major errors and missing intake approvals
3. Liaises with Intake Approvers and Requesting Attorneys to address issues with intake requests and missing approvals
4. Utilizes internal and external information resources to confirm the accuracy of intake information; updates and inputs data into the conflicts and financial databases
5. Assists with the preparation and distribution of various reports for new client and matter data
6. Learns and maintains changing policies and procedures

Knowledge, Skills & Abilities

- Knowledge and skill in utilizing databases; familiar with standard database procedures, such as searching and generating reports
- Ability to follow consistent procedures and display an attention to detail in all work activities
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer service focus
- Strong written and verbal communication skills
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications

Typical Experience

- Prior experience in a law firm or other professional services firm preferred

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Education

- High school diploma or equivalent required
- Bachelor's degree preferred

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.