

# Office of the General Counsel (“OGC”) Assistant – Conflicts

<b>PeopleSoft Job Code / Title:</b>	6898 / OGC Assistant
<b>Department / Subdepartment:</b>	Office of the General Counsel / Conflicts
<b>Organizational Relationship:</b>	Reports to Level 3 or above
<b>FLSA Status:</b>	Nonexempt
<b>UCM Level:</b>	Level 1
<b>Last Updated:</b>	1/31/2025

## Department / Subdepartment Overview

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

## Role Overview

The OGC Assistant - Conflicts is responsible for preparing conflicts reports, entering and maintaining data in the conflicts database, and supporting other department activities and responsibilities.

## Essential Duties and Key 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, Intapp Open, to be sent to lawyers, analysts and other staff
2. Communicates with lawyers and staff regarding questions related to specific conflicts checks; highlights missing information from Intapp request forms; validates requirements for the conflicts check with the lawyer or Attorney Support team member requesting the report
3. Updates data in conflicts databases as necessary; conducts corporate research using internal and external information resources to confirm the accuracy of the information
4. Provides coverage of department functions during work, after hours and weekends as needed; works with senior assistants to provide support on special projects
5. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Ability to follow consistent procedures and display an attention to detail in all work activities
- Professional interpersonal skills 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 communication skills, both written and verbal
- Appropriately handles confidential and sensitive information with discretion
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- General clerical and data entry skills with a high level of accuracy
- Knowledge and proficiency in PC applications, including MS Office

## Position Specifications

*Typical Experience*

- A minimum of one year's experience in a legal or professional services environment preferred

## *Education*

- Bachelor's degree or equivalent required

## **Working Conditions and Physical Demands**

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