

# OGC Assistant – Conflicts

**Department:** Office of the General Counsel

**Organizational Relationship:** Reports to the Conflicts Manager

**FLSA Status:** Non-Exempt

**Last Updated:** March 25, 2024

## **General Summary:**

The OGC Assistant – Conflicts prepares conflicts reports, enters and maintains data in the conflicts database, and supports other activities related to the Conflicts team’s responsibilities.

## **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, Intapp Open, to be sent to lawyers, analysts and other staff
2. Communicates with lawyers and staff regarding conflict check results and any missing information from the Intapp request form, validating the requirements for the conflicts check with the lawyer or secretary requesting the report
3. Updates data in the conflicts databases as necessary; conducts corporate research using internal and external information resources to confirm the accuracy of the information
4. Communicates and coordinates updates in the database with the Accounting Department or other departments as deemed necessary
5. Provides coverage of department functions during work, after hours and weekends as needed
6. Working with the Conflicts team to provide support on special projects as needed
7. Assists with special projects when requested
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

## **Position Specifications**

### *Education*

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

### *Work Experience*

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- A minimum of one years' relevant experience in a law firm or other professional services firm preferred

## *Knowledge, Skills & Abilities*

- 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 communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed 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

## *Physical Demands*

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