

OGC Assistant – Conflicts

Department: Office of the General Counsel

Organizational Relationship: Reports to the OGC Director, OGC Manager, or OGC Supervisor

FLSA Status: Non-Exempt

Last Updated: December 20, 2024

General Summary:

The OGC Assistant – Conflicts is responsible for preparing conflicts reports, entering and maintaining data in the conflicts database, and supporting other activities related to the Conflicts Department'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 questions related to a specific conflict checks and highlighting any missing information from the Intapp request form, validating the requirements for the conflicts check with the lawyer or attorney support team member 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. Works with Senior Assistants to provide support on special projects as needed
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- Prior experience in a legal or professional services environment preferred

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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.