

# Associate General Counsel- Compliance

**Department:** Office of the General Counsel

**Organizational Relationship:** Reports to the Deputy General Counsel

**FLSA Status:** Exempt

**Last Updated:** October 25, 2024

## **General Summary:**

The Associate General Counsel will play a pivotal role in overseeing key areas of legal compliance within the United States. Reporting directly to the Deputy General Counsel, this senior position involves collaborating with various committees, attorneys, and staff to ensure adherence to legal and ethical standards. The role includes developing and supervising compliance initiatives, providing expert legal guidance, and mentoring junior attorneys.

## **Essential Duties and Responsibilities:**

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

1. Leads and manages U.S. compliance initiatives, ensuring alignment with federal, state, and local laws
2. Develops and implements policies and procedures to support compliance objectives
3. Collaborates with cross-functional teams to address complex legal issues and support business goals relating to compliance
4. Conducts risk assessments and develop mitigation strategies
5. Represents the organization in interactions with regulatory bodies and external stakeholders
6. Provides training and support to internal teams and others in the firm on compliance-related matters
7. Stays informed of legal developments and advises on potential impacts to the organization
8. Mentors and develops junior attorneys, fostering a culture of compliance and ethics
9. Oversees at least one U.S. compliance program, ensuring effective implementation
10. Creates and delivers compliance initiatives firm-wide
11. Completes special projects on various issues as needed
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

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## Position Specifications

### *Education*

- Bachelor's Degree required
- Juris Doctor (JD) degree from an accredited law school required
- Active bar membership required

### *Work Experience*

- A minimum of six years' of progressively responsible experience in legal compliance, preferably within a large law firm or corporate environment
- A minimum of two years' experience managing or advising external clients on a law firm or corporate regulatory compliance program
- A minimum of two years' experience working directly with law firm partners, law firm clients, or senior leadership in a corporate environment

### *Knowledge, Skills & Abilities*

- Strong leadership skills with the ability to manage and mentor junior lawyers
- Excellent legal, analytical, and communication skills with minimal supervision needed
- Ability to work in a team environment with a customer service focus
- Superior communication skills, both written and verbal
- Ability to work collaboratively and influence at all levels of the organization
- Proven ability to handle confidential and sensitive information with discretion
- Strong organizational skills with the ability to manage multiple priorities
- Highly developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Exhibits an advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Possesses strong knowledge of regulatory compliance law

### *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.