

OGC Counsel – Compliance and Intake

PeopleSoft Job Code / Title:	6908 / OGC Counsel
Department / Subdepartment:	Office of the General Counsel
Organizational Relationship:	Reports to the OGC Senior Assistant General Counsel - Conflicts & Ethics
FLSA Status:	Exempt
UCM Level:	N/A
Last Updated:	February 26, 2026

Role Overview

The Compliance and Intake team in the Office of the General Counsel (OGC) is responsible for compliance processes related to matter-opening. This includes engagement term and waiver management, ethics walls, the firm's directors and officer monitoring program, file intake procedures, and client due diligence questionnaires.

The OGC Counsel – Compliance and Intake (C&I Counsel) supports the OGC Managing Counsel – Compliance and Intake on multiple compliance and business intake-related projects and day-to-day inquiries to ensure consistency and continuity in addressing risk management and business judgment-related intake issues.

With an in-depth understanding of the firm's risk footing and the outside counsel guideline (OCG) review and negotiation process, the C&I Counsel will coordinate resources in the OGC, including other members of the OCG Review team, and other firm departments to directly support client relationship partners in their negotiations with clients regarding engagement terms and diligence questionnaire responses.

The C&I Counsel will also provide guidance and training to attorneys and staff regarding the firm's New Business Intake (NBI) process and related compliance initiatives, including but not limited to the management and enforcement of firm policies in the above-mentioned areas.

Essential Duties and Key Responsibilities

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

1. Coordinates the review of OCGs, RFPs, codes of conduct, and related terms; personally handles review of the most complex requests such as global panel terms and other multi-document, ongoing negotiations; serves as a conduit between firm subject matter experts, partners, and client contacts; liaises directly with client contacts on technical or compliance-related issues arising during engagement term negotiations in support of the client's relationship partner
2. Develops and maintains a working knowledge of firm operations, including information governance/technology, client onboarding, human resources, codes of conduct, anti-corruption, and training procedures, sufficient to draft initial responses to client inquiries and escalate issues to internal stakeholders
3. Develops expertise in the firm's risk tolerance and business sensitivities and provides day-to-day support to OGC Managing Counsel – Compliance and Intake, Client Intake Committee, Ethics Committee, and other firm constituents relating to incoming new clients and matters or other areas that may present risk to the firm
4. Ensures ongoing extensive knowledge of the firm's NBI workflow, supporting department personnel and firm constituents in the implementation and use of these systems

5. Develops and maintains substantive knowledge of the firm's ethics wall policies, procedures, and software; reviews and approves requested ethics walls to ensure they are necessary, sufficient, and appropriately drafted to address the firm's compliance and client-relations needs
6. Provides guidance and analysis to attorneys and staff regarding drafting, interpretation, and implementation of firm policies and procedures
7. Assumes or develops expertise in one or more areas of compliance, including but not limited to technology, ESG, and firm policy including D&O and attorney advertising, among others
8. Completes special projects on various issues as needed
9. Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Proven ability to adapt to changing priorities and maintain productivity in a fast-paced work environment
- Proficiency in using technology tools and software relevant to the role
- Commitment to continuous learning and professional development
- Ability to lead, motivate, and mentor team members
- Strong decision-making skills and the ability to exercise sound judgment
- Highly 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
- Superior communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills with minimal supervision needed

Position Specifications

Typical Experience

- A minimum of three years' relevant experience required practicing law and/or working on a conflicts, contract review, compliance, information governance, or other similar administrative department team, preferably in a global law firm setting
- Experience working directly with professional services firm clients required
- Experience drafting, interpreting, and implementing policies and procedures required
- Experience training junior team members on substantive and procedural issues required

Education

- Bachelor's degree or equivalent required
- Law degree from an accredited law school required
- Active bar membership required

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.