

OGC Counsel – Conflicts & Ethics

PeopleSoft Job Code / Title: 6908 / OGC Counsel
Department / Subdepartment: Office of the General Counsel
Organizational Relationship: Reports to the OGC Managing Counsel – Conflicts & Ethics
FLSA Status: Exempt
UCM Level: N/A
Last Updated: August 20, 2026

Role Overview

The OGC Counsel – Conflicts & Ethics resolves professional ethics conflicts and related compliance issues by applying legal ethics rules, professional responsibility principles, Latham & Watkins policies, and practical judgment to lateral clearances, new business matters, outside counsel guidelines, engagement terms, waivers, ethics walls, and related risk-management issues. The OGC Counsel will collaborate with OGC colleagues, Ethics Committee Members, other Conflicts team members, and Latham attorneys globally. They manage assigned matters with ownership, develop and communicate clear recommendations, and escalate appropriately when an issue is highly complex, sensitive, novel, urgent, multi-jurisdictional, or likely to affect broader team or firm practices.

This role is designed for conflicts and ethics attorneys who are expected to own assigned matters, develop independent analysis, communicate practical recommendations, escalate appropriately, and contribute reliably to the team's shared workload and processes. Counsel work under the guidance of Senior Counsel and Managing Counsel while building toward greater independence and deeper subject-matter expertise over time.

Essential Duties and Key Responsibilities

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

Conflicts of Interest

1. Apply knowledge of professional responsibility rules and relevant Latham procedures, policies, and practices to resolve lateral attorney and new matter conflicts, advising Ethics Committee Members, firm attorneys, and other stakeholders throughout the process.
2. Review situation-specific conflicts checks as needed; analyze the results in light of applicable rules and firm policies; identify potential conflicts of interest and determine appropriate next steps, including clearance, waiver, screening, or escalation.
3. Coordinate with partners, Ethics Committee Members, and other stakeholders to resolve conflicts issues, communicating status updates and following through until the matter is resolved or appropriately escalated.
4. Identify relevant facts, applicable policies, legal and ethical considerations, practical risks, and possible paths forward before escalating a question. When seeking guidance, be prepared to explain the issue, the options considered, and recommended next steps.
5. Recognize when an issue requires input from Senior Counsel, Managing Counsel, broader OGC leadership, or the Ethics Committee—particularly where the matter is novel, sensitive, urgent, multi-jurisdictional, or likely to affect broader team or firm practices—and escalate with appropriate context and analysis.

Engagement Terms & Other Issues

6. Analyze outside counsel guidelines, non-standard engagement letters, and RFPs received from clients; identify issues related to conflicts, ethics, liability, and firm policy; and coordinate with partners and other stakeholders to resolve or escalate those issues.
7. Draft, review, and advise on waivers, ethics walls, engagement letters, and related documents in coordination with Senior Counsel and Managing Counsel as appropriate.
8. Support the review and development of engagement letter and waiver templates, intranet materials, and other informational resources maintained by the Conflicts team.

Legal Research & Training

9. Conduct legal research on ethics rules, professional responsibility issues, and conflicts-related topics as needed to support the resolution of assigned matters or team projects.
10. Help prepare and deliver trainings for attorneys and staff on conflicts, ethics, professional responsibility, and related topics, in collaboration with Senior Counsel, Managing Counsel, and other OGC colleagues.
11. Stay current on developments in legal ethics rules, professional responsibility standards, and related regulatory requirements across relevant jurisdictions.

General & Administrative

12. Contribute reliably to shared inboxes, urgent matters, weekend coverage, and team processes.
13. Support partner audits and other OGC or Ethics Committee projects in collaboration with Senior Counsel, Managing Counsel, and other OGC colleagues.
14. Assist with data management, process improvement initiatives, and other administrative tasks that support team operations.
15. Promote effective work practices, work as a team member, and show respect for co-workers.

Knowledge, Skills & Abilities

- Knowledge of legal ethics rules, professional responsibility principles, and conflicts of interest analysis.
- Strong written and oral communication skills, with excellent attention to detail and the ability to translate conflicts and ethics concepts into practical guidance.
- Ability to communicate effectively and professionally with attorneys, OGC colleagues, Ethics Committee Members, Analysts, Assistants, and business professionals at all levels of the firm.
- Ability to work independently and collaboratively with a customer-service focus, while handling confidential and sensitive information with appropriate discretion.
- Strong time management skills, with the ability to prioritize effectively and handle multiple deadlines and competing responsibilities.
- Analytical and problem-solving skills sufficient to identify issues, develop alternative strategies, and recommend practical solutions.
- Interest and developing proficiency in the use of artificial intelligence tools where appropriate and consistent with firm policies.
- Proficiency with conflicts databases and related technology platforms is preferred.

Position Specifications

Typical Experience

- Minimum of two years' experience in legal ethics, conflicts of interest, professional responsibility, or a closely related area of law firm risk management required; law firm experience preferred.
- Experience with conflicts clearance processes, engagement terms, outside counsel guidelines, waivers, or ethics walls is strongly preferred.
- Prior experience in a law firm or professional services environment is preferred.

Education

- Juris Doctor (J.D.) degree from an accredited law school.
- Active membership in good standing in at least one U.S. state bar (or equivalent qualification in a relevant jurisdiction).

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.