

OGC Lawyer - Compliance

PeopleSoft Job Code / Title: 6909 / OGC Lawyer
Department / Subdepartment: Office of the General Counsel
Organizational Relationship: Reports to the OGC Senior Lawyer – Regulatory Compliance
FLSA Status: Exempt
Last Updated: July 13, 2026

Department / Subdepartment Overview

The Office of General Counsel (OGC) is responsible for general risk management for the firm. The OGC Compliance Team is responsible for managing the firm's global compliance programs to ensure compliance with statutory and regulatory requirements in the jurisdictions where the firm operates.

Role Overview

The OGC Lawyer - Compliance (Compliance Lawyer) is responsible for the legal and compliance review of contracts, outside counsel guidelines, client, vendor, and banking questionnaires, and other documents relating to the firm's compliance and regulatory obligations. Through these reviews, the role supports a range of the firm's compliance programs, including vendor risk management, new business intake, financial crime compliance, and general regulatory risk management.

The Compliance Lawyer supports the OGC Senior Lawyer by identifying and addressing regulatory compliance risks, advising on compliance-related contractual issues, and contributing to other projects relating to compliance, financial crime, ethics, risk management, and professional conduct as needed.

Essential Duties and Key Responsibilities

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

- Conduct legal and compliance reviews of vendor contracts, outside counsel guidelines, and other terms of engagement with firm clients, as well as client, vendor, and banking questionnaires, within the regulatory compliance purview with a focus on sanctions, export controls, anti-bribery and anti-corruption (ABAC), anti-money laundering (AML), DAC6, UK Criminal Finances Act, and related regulatory requirements.
- Identify, assess, and mitigate regulatory compliance risks, negotiate appropriate contractual positions with clients, vendors, and internal stakeholders, and escalate novel or complex issues as needed.
- Triage and prioritize review requests, coordinate reviewer workflows, and ensure timely, high-quality completion of reviews.
- Support vendor risk regulatory compliance contracting initiatives for local counsel agreements.

- Develop and maintain compliance review protocols, templates, standard responses, guidance, and preferred positions to promote consistency, efficiency, and regulatory compliance.
- Provide subject-matter expertise and guidance to stakeholders on compliance requirements relating to sanctions, export controls, ABAC, AML, DAC6, UK Criminal Finances Act, and other applicable laws and regulations.
- Complete special projects on various issues as needed.
- Promote effective work practices, works as a team member, and shows respect for co-workers.

Knowledge, Skills & Abilities

- Ability to lead projects and tasks to a successful conclusion, demonstrate initiative, self-motivation, and work independently
- 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.
- Superior communication skills, both written and verbal.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Strong analytical skills.
- Ability to manage time well, prioritize effectively, and handle multiple deadlines.
- Exhibits an advanced ability to perceive and analyze problems and develop alternative strategies to solve them.

Position Specifications

Typical Experience

- A minimum of two years' relevant experience practicing law on a regulatory compliance team in a global law firm or financial institution required.
- A minimum of one years' experience managing global compliance projects in a large law firm or financial institution setting preferred.

Education

- Bachelor's degree or equivalent required
- Law degree from an accredited law school required.
- Qualified lawyer currently licensed to practice in a U.S. state.
- Candidates must be (or be able to become post-hire) admitted in the jurisdiction in which their Latham office is located.

Working Conditions and Physical Demands

- 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.