

Office of the General Counsel (“OGC”) Senior Analyst – Conflicts Reporting

PeopleSoft Job Code / Title: 6902 / OGC Senior Analyst
Department / Subdepartment: Office of the General Counsel / Conflicts
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Nonexempt
UCM Level: Level 2
Last Updated: 1/31/2025

Department / Subdepartment Overview

The Office of the General Counsel is responsible for general risk management for the firm.

Role Overview

The OGC Senior Analyst - Conflicts Reporting is responsible for preparing and analyzing all levels of conflicts reports regarding incoming attorneys and new client business. The analyst communicates with attorneys responsible for matters that present a potential conflict and evaluates the information obtained. They oversee the resolution of all conflicts issues that arise during the hiring and new business process of attorneys.

Essential Duties and Key Responsibilities

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

1. Prepares and finalizes conflicts check reports using the firm’s conflicts database, Intapp Open, to be sent to attorneys, analysts and other staff
2. Concentrates on analyzing complex matters and running reports efficiently for new business and laterals; supports project requests from the Ethics Committee, Client Intake Committee, the Deputy General Counsel and others
3. Assists with the training and mentoring of junior staff
4. Communicates with attorneys and staff regarding conflicts check results and any missing information from the Intapp request form; validates the requirements for the conflicts check with the attorney or Attorney Support team member requesting the report
5. Takes a lead role in updating data in the conflicts database; conducts corporate research using internal and external information resources to confirm the accuracy of the information
6. Obtains the necessary guidance from attorneys or other Conflicts staff to understand the requirements needed to properly evaluate the conflicts check (lateral candidate, potential client, potential adverse party, etc.)
7. Conducts research regarding corporate entities that are subject to conflicts review using a variety of electronic databases, the Internet and print sources
8. Analyzes and replies to attorneys’ responses concerning any potential or actual conflict
9. Prepares a summary of information from the conflicts report analysis and follow-up responses; communicates with attorneys by presenting a brief, clear statement of potential conflicts situations recognized in the conflicts reports
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

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- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Professional interpersonal skills to effectively interface with attorneys, management, support staff and outside contacts
- Organizational skills to manage time well, prioritize effectively and handle multiple deadlines
- Self-motivation and an ability to work independently
- Ability to work in a team environment with a customer service focus
- Strong communication skills, both written and verbal
- Appropriately handles confidential and sensitive information with discretion
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications

Typical Experience

- A minimum of three years' experience in a legal or professional services environment required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.