

# OGC Analyst –Conflicts, Laterals

**Department:** Office of the General Counsel

**Organizational Relationship:** Reports to the OGC Manager – Conflicts, Laterals

**FLSA Status:** Non-Exempt

**Last Updated:** August 5, 2024

## **General Summary:**

The OGC Analyst – Conflicts, Laterals analyzes, interprets, and acts upon conflicts reports regarding incoming lateral candidates to the firm, including partners, counsel, associates, trainees, staff, and potentially portable new client business. The analyst evaluates information obtained from candidates and assists with the resolution of all conflicts issues working with .

## **Essential Duties and Responsibilities:**

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

1. Validates that the requirements for the conflicts check are accurate according to the information provided by the lateral candidate through the conflicts questionnaire; confirms that all necessary parties and matter descriptions are listed and information relayed accurately.
2. Administers the conflicts review for all lateral attorney candidates, which includes assisting the candidate with completion of the conflicts questionnaire
3. Obtains the necessary guidance from attorneys or other Conflicts staff who understand the requirements in different geographical jurisdictions to properly evaluate the lateral conflicts check
4. Analyzes conflicts reports to determine those matters that require additional review, communicates follow-up questions to attorneys, or suggests Ethics Committee action
5. Prepares a summary of information from the conflicts report analysis and follow-up responses, and reports conflicts resolution of issues to the sponsoring attorneys and the recruiting departments
6. Works with Office of the General Counsel (OGC) leadership to ensure work is addressed in the most efficient order and follows guidance from supervisors and managers with respect to the triage of work
7. Works with senior analysts to support the completion of special projects on various topics as needed
8. Works with senior OGC members and attorneys to draft any necessary Ethics Walls and/or Waivers required to clear conflicts
9. Works on new business requests for portable work of incoming lateral partners, counsel, and senior associates

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10. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required
- Four years' relevant experience may be considered in lieu of a degree

### *Work Experience*

- A minimum of three years' relevant experience in a law firm or other professional services firm required
- Experience with Intapp Open software preferred

### *Knowledge, Skills & Abilities*

- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff, and outside contacts
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines; ability to handle multiple projects simultaneously
- Ability to work independently and take initiative
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to develop knowledge of firm procedures
- Ability to serve as a mentor to more junior analysts and provide constructive commentary regarding their work product and expertise
- Ability to partner with senior management, attorneys, and all levels of personnel with tact and courtesy
- Knowledge and proficiency in PC applications, including MS Office

### *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.