

OGC Analyst – Lateral Onboarding

Department: Office of the General Counsel

Organizational Relationship: Reports to the OGC Attorney – Lateral Conflicts & Onboarding Counsel

FLSA Status: Non-Exempt

Last Updated: May 3, 2024

General Summary:

Working closely with the OGC Attorney – Lateral Conflicts & Onboarding Counsel, the OGC Analyst – Lateral Onboarding is responsible for developing a streamlined process for opening high priority matters for lateral partners and counsel. The OGC Analyst – Lateral Onboarding will gather information from lateral partners and counsel and complete the New Business Intake (NBI) form, create new clients in the firm's intake software, manage engagement terms and waivers needed to open new clients, coordinate with Conflicts, New Business, Pricing/Billing, Attorney Support, Business Development, and Partner Integration teams as necessary, and undertake other activities related to the Office of the General Counsel department's responsibilities.

Essential Duties and Responsibilities:

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

1. Assists in developing and implementing a streamlined process for opening high priority matters for lateral partners and counsel; partners with OGC Attorney – Lateral Conflicts & Onboarding Counsel to improve lateral onboarding experience
2. Processes and reviews NBI forms for high priority matters from lateral partners and counsel during their first month at the firm; completes all steps needed to open the new matter and secure a client/matter number
3. Acts as a liaison between lateral attorneys, sponsoring attorneys, and various teams including Partner Recruiting, Conflicts, NBI, Business Development, Pricing, and Billing to open high priority matters for lateral attorneys
4. Communicates with lateral attorneys to ensure their request to open high priority matters is met in a timely manner while setting reasonable expectations about the onboarding process; readily raises potential issues with various internal teams to problem-solve for rapidly shifting priorities
5. Updates and inputs data into the conflicts and financial databases; uses internal and external information resources to confirm the accuracy of the information
6. Assists with the preparation and distribution of various reports for new client and matter data

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7. Supports special project requests from Deputy General Counsel and others in department leadership
8. 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 Bachelor's degree

Work Experience

- A minimum of three years' relevant experience in a law firm or other professional services firm is required
- Experience with Intapp software products and/or 3E software required

Knowledge, Skills & Abilities

- Well-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; ability to deliver customer service proactively and efficiently, and display resourcefulness
- Strong communication skills, both written and verbal, displaying high levels of professionalism
- Ability to work on problems of moderate to difficult diverse scope where analysis of data requires evaluation of identifiable factors; ability to demonstrate excellent judgment in selecting methods and techniques for obtaining solutions
- Extensive knowledge and skill in utilizing databases (including Intapp), and standard database procedures, such as searching and generating reports
- Ability to follow consistent procedures and display an attention to detail in all work activities
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills to manage time well, prioritize effectively, handle multiple deadlines, and meet or exceed deadlines; ability to adjust to rapidly shifting priorities
- Knowledge and proficiency in PC applications, including MS Office and Teams

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.