

# OGC Assistant – Compliance and Intake

**Department:** Office of the General Counsel

**Organizational Relationship:** Reports to the OGC Supervisor – Compliance and Intake or Manager – Compliance and Intake

**FLSA Status:** Non-Exempt

**Last Updated:** March 21, 2024

## **General Summary:**

The Business Intake and Compliance team in the Office of the General Counsel (OGC) is responsible for completing matter-opening and related compliance processes: ensuring the information received is accurate and sufficient, and that requested actions are consistent with firm policies. This includes creating new clients and matters in the firm's intake and financial software, engagement term and waiver management, conflicts and new business intake database maintenance and reporting, ethics walls, lobbying compliance and other political activity, the firm's directors and officer monitoring program, secondary employment policies, credit allocation, and client due diligence questionnaires.

The OGC Assistant – Compliance and Intake will work within the OGC providing administrative support for the multiple compliance programs administered by that office, as well as general administrative support related to scheduling, expenses, and routine office responsibilities. This includes providing assistance to the Deputy General Counsel and other attorneys, managers, analysts, and other departmental staff in the OGC to ensure the efficient functioning of the firm's conflicts, new business intake, and compliance operations.

## **Essential Duties and Responsibilities:**

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

1. Assists with administrative tasks relating to the onboarding and training of new Compliance and Intake team members, including preparing training agendas, coordinating and scheduling training sessions with members of the OGC, ensuring proper access to necessary firm systems, internal webpages, email mailboxes, and distribution lists, under the guidance of the OGC Supervisors and/or Managers on the Compliance and Intake team
2. Provides administrative support to the Compliance and Intake team, including meeting and video conference arrangements, Chrome River expense reports, and other duties
3. Updates lateral attorney prior work affiliation information in the firm's conflicts database
4. Assists the firm's ethics walls program, including implementing ethics walls, addressing outstanding acknowledgment requests and creating weekly statistical reports

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5. Reviews and updates internal OGC department webpages and organizational charts regularly, and as instructed by OGC department leadership
6. Assists with collection and cataloging of compliance documentation received as part of the new business intake process, including engagement letters, outside counsel guidelines, and waivers
7. Assists OGC Analyst – Compliance and Intake by coordinating and tracking attorney external affiliation submissions for review and approval; assists with preparation and delivery of bi-annual firmwide survey and helps to update and maintain records of all affiliations in the firm's database
8. Supports the Compliance and Intake team by compiling statistics, corporate research, and other ad hoc requests
9. Supports policy enforcement and related tasks associated with the administration of the new business intake process
10. Supports special project requests from Deputy General Counsel and others in OGC department leadership
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- High school diploma or equivalent required
- Bachelor's degree preferred

### *Work Experience*

- A minimum of one years' relevant experience, ideally in a professional or legal environment, preferred

### *Knowledge, Skills & Abilities*

- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, and support staff
- Ability to work in a team environment, across multiple offices, collaborate and interact effectively with OGC staff and other firm personnel, with a customer-service focus
- Demonstrates ability to work independently in a wide variety of duties and seeks guidance or assistance from more senior staff as appropriate
- Ability to identify and analyze problems and develop strategies to solve them
- Strong written and verbal communication skills
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines; ability to handle multiple projects simultaneously
- Knowledge and proficiency in PC applications, including MS Office
- Ability to use Excel to generate reports and maintain records
- Ability to handle confidential information with the appropriate discretion
- Ability to develop knowledge of firm policies, procedures and systems

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## *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.