

OGC Supervisor - Conflicts

Department: Office of the General Counsel

Organizational Relationship: Reports to the OGC Manager - Conflicts

FLSA Status: Exempt

Last Updated: October 14, 2024

General Summary:

While assuring compliance with all policies and procedures of the Conflicts department, the OGC Supervisor - Conflicts is also responsible for supervising the daily operations of the local conflicts team, integrating the services of the local team into the global team, as well as training, testing, and performing conflicts check services.

Essential Duties and Responsibilities:

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

1. Supervises the local conflicts team and assists them in their professional development endeavors
2. Provides feedback to the team both as part of the firm’s review cycle, and on a regular basis between reviews
3. Supervises the orientation and training program for new staff members
4. Assumes a lead role in completing complex new business conflicts checks and when necessary assembles a team to work cooperatively on major projects
5. Supervises workflow and helps ensure that all tasks and duties are completed within the requested period and adhere to the firm’s set guidelines and policies
6. Works collaboratively with other supervisors and managers in the department to ensure proper following and handoff of urgent matters and issues, as well as a unified approach to long-term projects
7. Coordinates time off requests with managers and other supervisors to ensure adequate department coverage
8. Provides guidance to the conflicts team as they conduct conflict checks
9. Works with attorneys and staff of the firm on ad-hoc special projects that support the development of the Conflicts department and team
10. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

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Position Specifications

Education

- High school diploma or equivalent required
- Bachelor's degree preferred, seven years' relevant experience may be considered in lieu of Bachelor's degree
- A Paralegal Certificate or equivalent, completion of another legal educational or certification program, or JD degree is preferred

Work Experience

- A minimum of four years' relevant work experience required
- A minimum of two years' supervisory experience preferred

Knowledge, Skills & Abilities

- Ability to use independent judgment and discretion when making majority of decisions
- Ability to proofread work of others to ensure compliance and accuracy
- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff and outside contacts
- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Exhibits an advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Strong project management skills including ability to establish an appropriate timeline and manage to deadlines
- Knowledge and proficiency in PC applications, including MS Office
- Knowledge and proficiency in Intapp Open

Additional Requirements

- Occasional travel, both domestic and international, may be required

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.