
Conflicts Analyst

The Conflicts Analyst will be responsible for assisting Conflicts Counsel and the Office of the General Counsel with the identification and resolution of potential conflict issues. This position will perform a first review of conflicts of interest forms and reports for new business and new hires joining the Firm, flagging potential issues, as appropriate. The Conflicts Analyst will also assist with the new matter intake process and the implementation of screens as appropriate and track progress of the conflict resolution process for new matters and new hires.

Responsibilities:

- Assists with review of conflicts reports for new business and new attorney and staff hires.
- Provides Conflicts Counsel with initial reviews and summaries of results of conflicts reviews.
- Conducts corporate research using the internet and other research tools, based on a notification of potential new representation, to confirm the accuracy of party name and to identify corporate family affiliates. Work with Conflicts Counsel to implement and maintain screening requirements as directed.
- Liaising with attorneys, and other staff members to facilitate the prompt resolution of commercial and legal conflict issues identified from conflict searches.
- Reviewing engagement letters, outside counsel terms and other engagement terms/contracts for identification of conflicts purposes.
- Maintains accurate tracking records and completes all conflicts review projects undertaken within the Firm in a timely fashion.
- Update/Maintain standard party/corporate family links in conflicts database.
- Perform special projects as needed.
- Provide on-call coverage when assigned.

Requirements:

- Bachelor's Degree strongly preferred
- 2-4 years of relevant conflict experience, preferably at a major law firm
- Knowledge of rules of professional responsibility.
- Thorough working knowledge of PC, word processing programs and database functionality.
- Ability to work independently, under pressure but able to escalate and communicate issues in a timely and effective manner.
- Excellent communication and organizational skills. Strong legal, analytical, and research skills as well as strong attention to detail.
- Displays good judgment and interpersonal communication skills and ability to effectively multi-task and meet strict deadlines.

If you are interested in applying for this position please complete an application [here](#).